U.S. ARMY SERGEANTS MAJOR ACADEMY (BNCOC)

T330/ SUPERVISE SQUAD-LEVEL PMCS OCT 04

Stand Alone Common Core

THIS PAGE INTENTIONALLY LEFT BLANK

TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	T330 / SUPERVISE SQUAD LEVEL PMCS
Effective Date	01 Oct 2004
Supersedes TSP(s) / Lesson(s)	T330, Supervise Squad Level PMCS, Oct 03.
TSP Users	600-BNCOC, Basic Noncommissioned Officer Course
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	Users are invited to send comments and suggested improvements on DA Form 2028, *Recommended Changes to Publications and Blank Forms.* Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to: COMDT USASMA ATTN ATSS DC BLDG 11291 BIGGS FIELD FT BLISS TX 79918-8002 Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875 E-mail: atss-dcd@bliss.army.mil
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

Task Number	Task Title
091-CLT-3009	Supervise Maintenance Operations

This TSP Contains

TABLE OF CONTENTS

SUPERVISE SQUAD LEVEL PMCS
T330 / Version 1
01 Oct 2004

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson

Course Number	Version	Course Title
600-BNCOC	1	Basic Noncommissioned Officer Course

Task(s) Taught(*) or Supported

Task Number	Task Title
091-CLT-3009 (*)	Supervise Maintenance Operations

Reinforced Task(s)

Task Number	Task Title

Academic Hours

The academic hours required to teach this lesson are as follows:

	Resident Hours/Methods	
	1 hr	/ Conference / Discussion
Test	0 hrs	
Test Review	0 hrs	
Total Hours:	1 hr	

Test Lesson Number

	Hours	Lesson No.
Testing (to include test review)	3 Hrs	E303

Prerequisite Lesson(s)

Lesson Number	Lesson Title
None	

Clearance Access

Security Level: Unclassified
Requirements: There are no clearance or access requirements for the lesson.

Foreign Disclosure Restrictions

FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

References

Number	Title	Date	Additional Information
DA PAM 738-750	FUNCTIONAL USERS MANUAL FOR THE ARMY MAINTENANCE MANAGEMENT SYSTEMS (TAMMS)	01 Aug 1994	

Student Study Assignments

Before Class--

- Read Student Handout 1.
- Read Student Handout 2.

During Class--

- Participate in classroom discussion.

After Class--

- Review notes and lesson materials.

Instructor Requirements

1:16, SFC, BNCOC Graduate, ITC, and SGITC qualified.

Additional Support Personnel Requirements

Name	Stu Ratio	Qty	Man Hours
None			

Equipment Required for Instruction

Id Name	Stu Ratio	Instr Ratio	Spt	Qty	Exp
441-06 LCD PROJECTION SYSTEM	1:16	1:1	No	1	No
559359 SCREEN PROJECTION	1:16	1:1	No	1	No
5820-00-T81-6161 VCR	1:16	1:1	No	1	No
673000T101700 PROJECTOR, OVERHEAD, 3M	1:16	1:1	No	1	No
702101T134520 DELL CPU, MONITOR, MOUSE, KEYBOARD	1:16	1:1	No	1	No
703500T102257 DESKTOP/EPSON PRINTER	1:16	1:1	No	1	No
7110-00-T81-1805 DRY ERASE BOARD	1:16	1:1	No	1	No
7510-01-424-4867 EASEL, (STAND ALONE) WITH PAPER	1:16	1:1	No	1	No
SNV1240262544393 36 - INCH COLOR MONITOR W/REMOTE CONTROL AND LUXOR STAND	1:16	1:1	No	1	No

* Before Id indicates a TADSS

Materials Required

Instructor Materials:

- TSP.
- VGTs: 14.

Student Materials:

- Reading materials listed on the Advance Sheet.
- Pen or pencil and writing paper.

Classroom, Training Area, and Range Requirements

Classroom Instruction 1200 SF, 16 PN

Ammunition Requirements

Id	Name	Exp	Stu Ratio	Instr Ratio	Spt Qty
None					

Instructional Guidance

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

- Read and study all TSP material and be ready to conduct the class.
- Conduct the class in accordance with this TSP.
- Collect all recoverable materials after the examination for this lesson.

Proponent Lesson Plan Approvals

Name	Rank	Position	Date
Santa Barbara, Robert A.	GS-09	Training Specialist	
Bennett-Green, Agnes	SGM	Chief, BNCOC	
Bucher, George V.	GS-11	Chief, CMD	
Lemon, Marion	SGM	Chief, CDDD	

SECTION II. INTRODUCTION

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio is: 1:16
Time of Instruction: 5 mins
Media: None

Motivator

The maintenance and management of equipment involves all organizations within the Army structure. Equipment maintenance follows a building block pattern, starting with PMCS at the operator level to industrial-type activities performed at depot level. The forms and records that accompany each maintenance level are as important as the maintenance itself. Proper maintenance as well as accurate record keeping will help you and your commander keep equipment at its optimum operational level.

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Supervise squad level PMCS.
Conditions:	In a classroom environment, given an extract from DA Pam 738-750.
Standards:	Supervised squad level PMCS by reviewing the forms and records required to control equipment and manage maintenance IAW DA Pam 738-750.

Safety Requirements

None

Risk Assessment Level

Low

Environmental Considerations

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

None

Evaluation

During this course, you will take a 50-question examination. The examination will include questions on the TLO from this lesson. You must correctly answer 35 questions or more to receive a GO. A GO is a graduation requirement.

Instructional Lead-In

Have you ever heard the expression: "No job is complete until the paper work is done." Equipment maintenance and maintenance management are not exceptions to this rule. DA Pam 738-750 is the functional users guide for The Army Maintenance Management System (TAMMS) and describes all of the forms and records required to perform and document equipment maintenance. This lesson will introduce you to the forms and records you will use most often at the operator/crew/squad maintenance level and assist you in supervising maintenance operations for your team.

SECTION III. PRESENTATION

1. Learning Step / Activity 1. Forms and Records

Method of Instruction: Conference / Discussion
Technique of delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 35 mins
Media: VGT-1 thru VGT-14

As a squad leader, regardless of military occupational specialty (MOS), not only must you perform maintenance, you must supervise the performance of maintenance by members of your squad. The maintenance forms and records you will learn about in this lesson will help you manage maintenance in your squad.

We use forms to control and manage equipment and maintenance. The required forms and records give you and your commander a picture of the equipment's condition, use, operation, and needs. Each form or record has a specific function. Let's look at these functions.

Ref: SH-2 (DA Pam 738-750, Chap 1, 2, 3, 4, and 12)

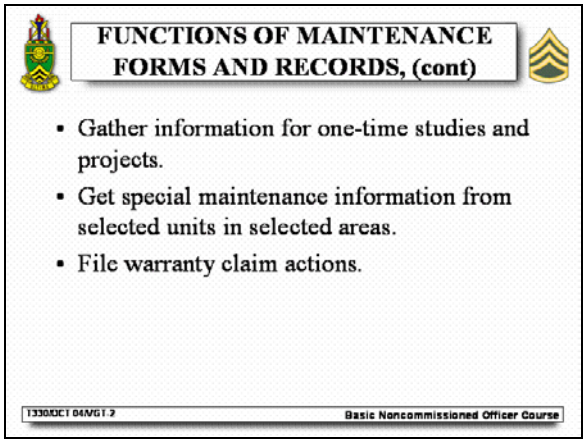
SHOW VGT-1, FUNCTIONS OF MAINTENANCE FORMS AND RECORDS

NOTE: Have several students read the bullets.

Ref: Ref: SH-2, DA Pam 738-750, p 1, para 1-1c(1) thru (5)

REMOVE VGT-1

SHOW VGT-2, FUNCTIONS OF MAINTENANCE FORMS AND RECORDS (CONT)



Ref: SH-2 (DA Pam 738-750, p 1, para 1-1c(6) thru (8))

REMOVE VGT-2

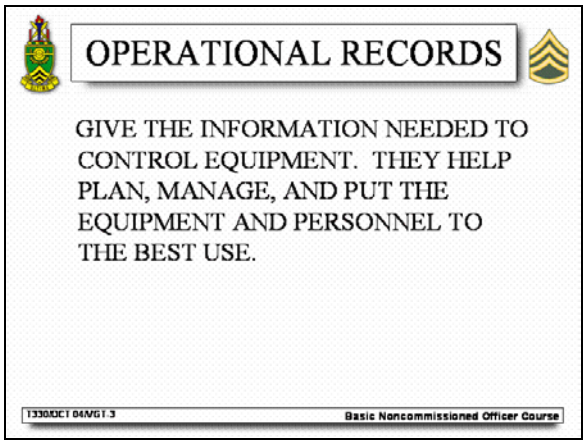
The Army divides these records into two categories.

QUESTION: What are the two categories of records?

ANSWER: Operational and Maintenance.

Ref: SH-2 (DA Pam 738-750, p 1, para 1-5a and b)

SHOW VGT-3, OPERATIONAL RECORDS

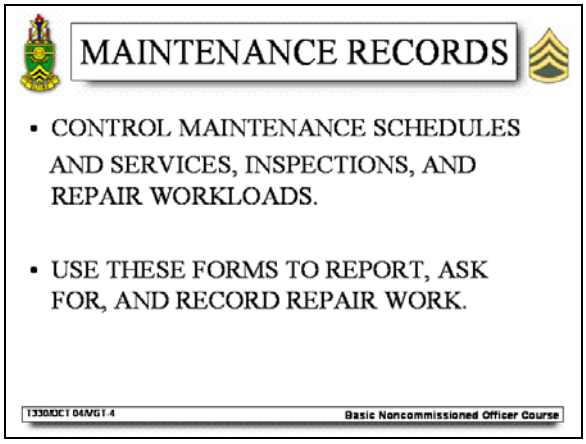


Ref: SH-2 (DA Pam 738-750, p 1, para 1-5a)

NOTE: Have a student read VGT-3.

REMOVE VGT-3

SHOW VGT-4, MAINTENANCE RECORDS



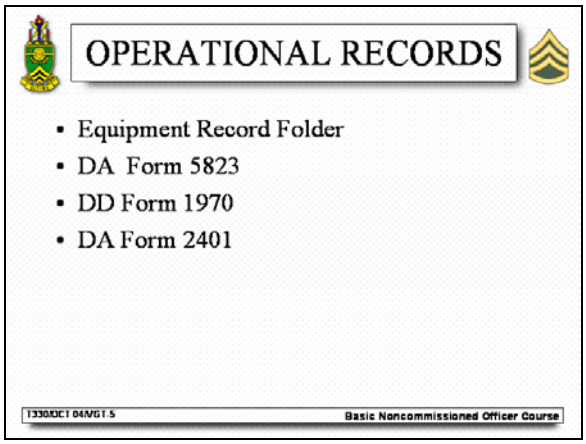
Ref: SH-2 (DA Pam 738-750, p 1, para 1-5b)

NOTE: Have a student read VGT-4.

REMOVE VGT-4

Let's discuss some operational records.

SHOW VGT-5, OPERATIONAL RECORDS



Ref: SH-2 (DA Pam 738-750, Chap 2, pp 4 thru 15)

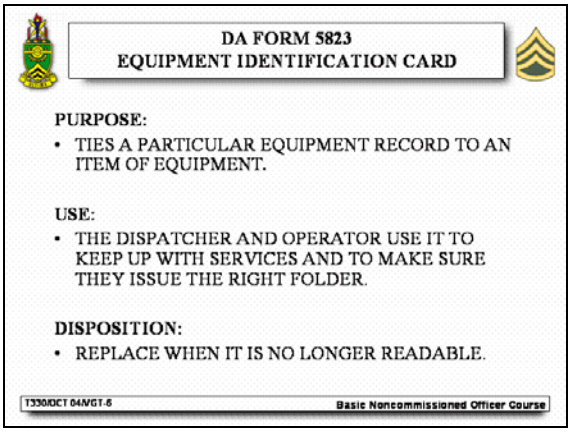
The first operational record we will review is the Equipment Record Folder.

NOTE: Have students turn to page SH-2, p 4, and read para 2-3. Briefly discuss the equipment record holder. Points to cover:

- Use the equipment record folder each time an item of equipment goes on dispatch.
- The folder will carry only the forms and records needed during dispatch.
- Assign an equipment record folder to a specific item.

REMOVE VGT-5

SHOW VGT-6, DA FORM 5823, EQUIPMENT IDENTIFICATION CARD



Ref: SH-2 (DA Pam 738-750, p 4, para 2-4)

NOTE: Have a student read VGT.

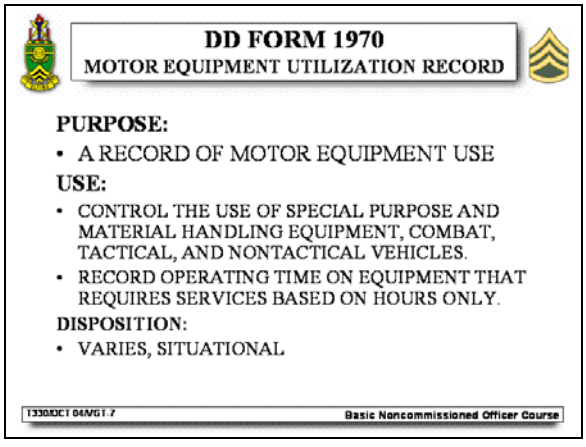
QUESTION: Where do you keep the DA Form 5823?

ANSWER: Outside front pocket of each equipment record folder.

Ref: SH-2 (DA Pam 738-750, p 4, para 2-4b)

REMOVE VGT-6

SHOW VGT-7, DD FORM 1970, MOTOR EQUIPMENT UTILIZATION RECORD



Ref: SH-2 (DA Pam 738-750, p 4, para 2-5)

NOTE: Have a student read VGT. Have students turn to page SH-2, pp 7 and 8, then briefly discuss the completion of the form.

QUESTION: Who is responsible for completing the equipment description information (i.e., type of equipment, registration no./serial no, fuel) on the DD Form 1970?

ANSWER: The dispatcher.

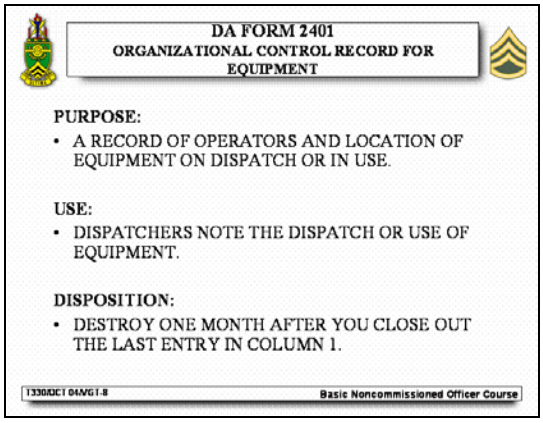
QUESTION: Which blocks should the operator complete?

ANSWER: Signature block and remarks.

Ref: SH-2 (DA Pam 738-750, pp 7 and 8)

REMOVE VGT-7

SHOW VGT-8, DA FORM 2401, ORGANIZATIONAL CONTROL RECORD FOR EQUIPMENT



Ref: SH-2 (DA Pam 738-750, p 5, para 2-6)

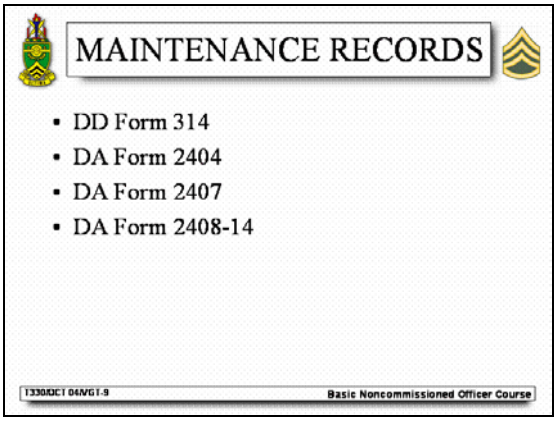
NOTE: Have a student read VGT-8.

NOTE: Have students turn to page SH-2, pp 13 and 14, and review the completed DA Form 2401.

REMOVE VGT-8

There are several records and forms used for equipment maintenance. We will review the ones you will most likely see in your day-to-day operations.

SHOW VGT-9, MAINTENANCE RECORDS

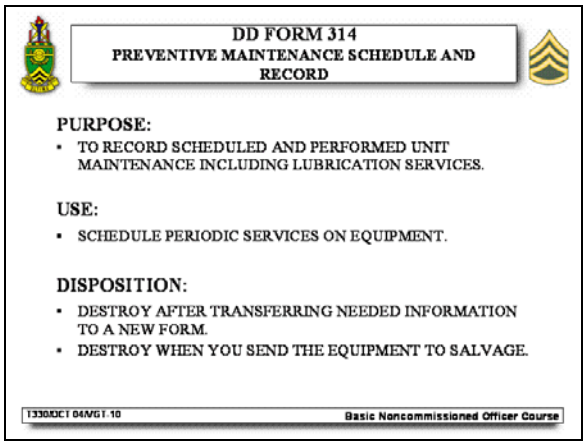


Ref: SH-2 (DA Pam 738-750, Chap 3, pp 15 thru 65)

These are the forms we will discuss today.

REMOVE VGT-9

SHOW VGT-10, DD FORM 314 PREVENTIVE MAINTENANCE SCHEDULE AND RECORD



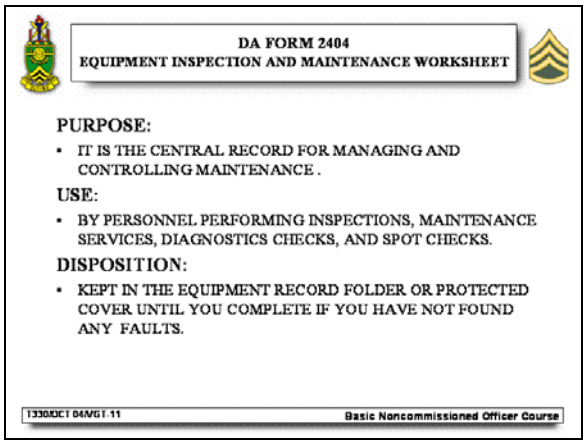
Ref: SH-2 (DA Pam 738-750, p 15, para 3-3)

NOTE: Have a student read VGT-10.

NOTE: Have students turn to page SH-2, pp 25 and 26 and review the completed DD 314.

REMOVE VGT-10

SHOW VGT-11, DA FORM 2404, EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET



Ref: SH-2 (DA PAM 738-750, p 17, para 3-4)

NOTE: Have a student read VGT-11.

NOTE: Have students turn to page SH-2, pp 31 thru 40, and review the completed DA Form 2404.

The way you fill out the some blocks and columns on the DA Form 2404 vary with the form use. Make sure you read the instructions that apply to your use of the form.

QUESTION: Who reviews the DA Form 2404 prior to destruction to ensure that all corrective actions have been completed?

ANSWER: The maintenance section leader.

Ref: SH-2 (DA Pam 738-750, p 18, para 3-4d(1)a)

REMOVE VGT-11

SHOW VGT-12, DA FORM 2407/2407-1, MAINTENANCE REQUEST

Ref: SH-2 (DA Pam 738-750, p 18, para 3-6)

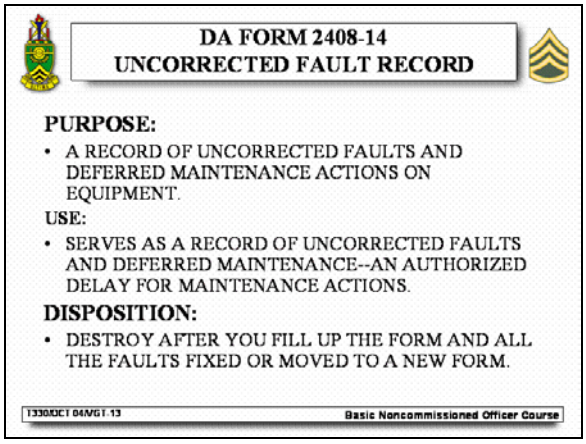
NOTE: Have a student read VGT-12.

At the unit level, use the DA Form 2407/2407-1 to request support maintenance that is beyond your unit's authorized capability or capacity.

NOTE: Have students turn to page SH-2, p 63, and review the completed DA Form 2407.

REMOVE VGT-12

SHOW VGT-13, DA FORM 2408-14, UNCORRECTED FAULT RECORD



Ref: SH-2 (DA Pam 738-750, p 22, para 3-10)

QUESTION: What type of faults would you not enter on the DA Form 2408-14?

ANSWER: Status symbol X.

QUESTION: What does status symbol X indicate?

ANSWER: An X status symbol is for a fault or equipment condition that is a deficiency.

Ref: SH-2 (DA Pam 738-750, p 2, para 1-8a(1))

NOTE: Have students to page SH-2, p 2 and review the status symbol codes and explanations in para 1-8.

NOTE: Explain that MWO is a “modification work order.”

QUESTION: Where do you keep the DA Form 2408-14 when a deferred maintenance action or uncorrected fault exists on a piece of equipment?

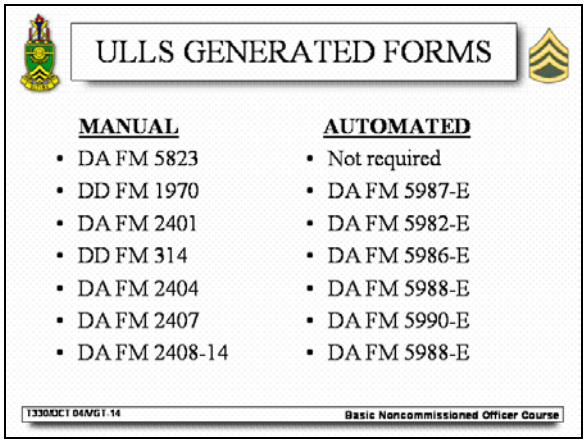
ANSWER: In the equipment record folder or a protective cover.

Ref: SH-2 (DA Pam 738-750 p 23, para 3-10c(6))

REMOVE VGT-13

The Army's Unit Level Logistics System (ULLS) collects maintenance and supply data and provides information at the unit level. ULLS automates/replaces portions of TAMMS. It has automated some of the DA/DD forms and the ULLS generated printouts (shown with an –E) are authorized replacements.

SHOW VGT-14, ULLS GENERATED FORMS



Ref: SH-2 (DA Pam 738-750, p 146, para 12-1)

Not only does ULLS automate the forms, it combines several of the manual forms and functions. For example, if your unit is using ULLS you do not need to generate DA Form 5823, Equipment Identification Card, manually. The information contained on this form prints out with the dispatch record from ULLS. DA Pam 738-750, Chapter 12 gives a full explanation of all operational and maintenance functions supported by ULLS.

REMOVE VGT-14

SECTION IV. SUMMARY

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio is: 1:16
Time of Instruction: 10 mins
Media: Small Group Instruction (SGI)

Check on Learning

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

QUESTION: What is the function of operational records?

ANSWER: Operational records give the information needed to control equipment.

Ref: SH-2 (DA Pam 738-750, p 1, para 1-5a)

QUESTION: Who inspects all work taken to correct a status X deficiency?

ANSWER: The motor officer, maintenance officer or designated representative.

Ref: SH-2 (DA Pam 738-750, p 2, para 1-8a(1)(a))

QUESTION: What are the disposition instructions of a DA Form 5823?

ANSWER: Replace DA Form 5823 when it is not longer readable.

Ref: SH-2 (DA Pam 738-750, p 4, para 2-4e)

QUESTION: What is the purpose of the DA Form 2401?

ANSWER: The DA Form 2401 is a record of operators and location of equipment on dispatch or in use.

Ref: SH-2 (DA Pam 738-750, p 5, para 2-6a)

QUESTION: What is the purpose of the DA Form 2404?

ANSWER: The DA Form 2404 has three major purposes:

a. It is a record of faults found during an inspection.
b. It shows faults and repairs required for estimated cost of damage reports.
c. It shows Battlefield Damage Assessment Repair performed.

Ref: SH-2 (DA Pam 738-750, p 17, para 3-4a(1)(2)(3))

QUESTION: How do you use DA Form 2408-14?

ANSWER: DA Form 2408-14 serves as a record of uncorrected faults and deferred maintenance.

Ref: SH-2 (DA Pam 738-750, p 22, para 3-10b(1))

QUESTION: What is ULLS and what does it do?

ANSWER: ULLS is the Army's Unit Level Logistics System. It collects maintenance and supply data and provides management information at the unit level.

Ref: SH-2 (DA Pam 738-750, p 146, para 12-1a)

Review / Summarize Lesson

We discussed the operational and maintenance forms and records that you and your soldiers would most likely encounter in your daily functions. As a supervisor your familiarity with these forms will help you help your soldiers when they need to perform maintenance operations. This will also help you to keep your section or units equipment at mission capable operational levels.

Transition to Next Lesson

None

SECTION V. STUDENT EVALUATION

Testing Requirements

NOTE: Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.

During this course, you will take a 50-question examination. The examination will include questions on the TLO from this lesson. You must correctly answer 35 questions or more to receive a GO. A GO is a graduation requirement.

Feedback Requirements

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

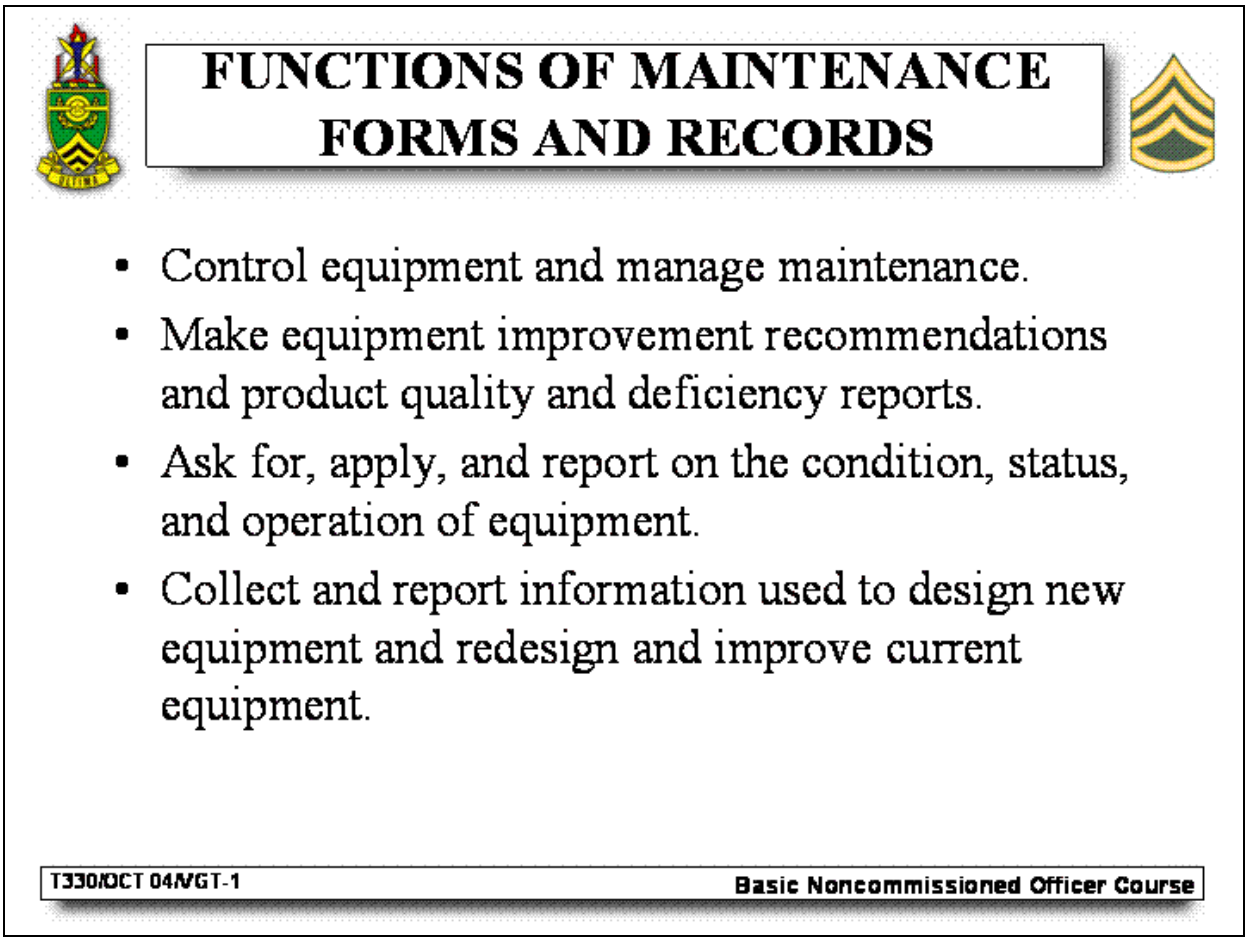
None

Appendix A - Viewgraph Masters

VIEWGRAPHS FOR LESSON 1: T330 version 1

Learning Step 1

VGT-1, Functions of Maintenance Forms and Records

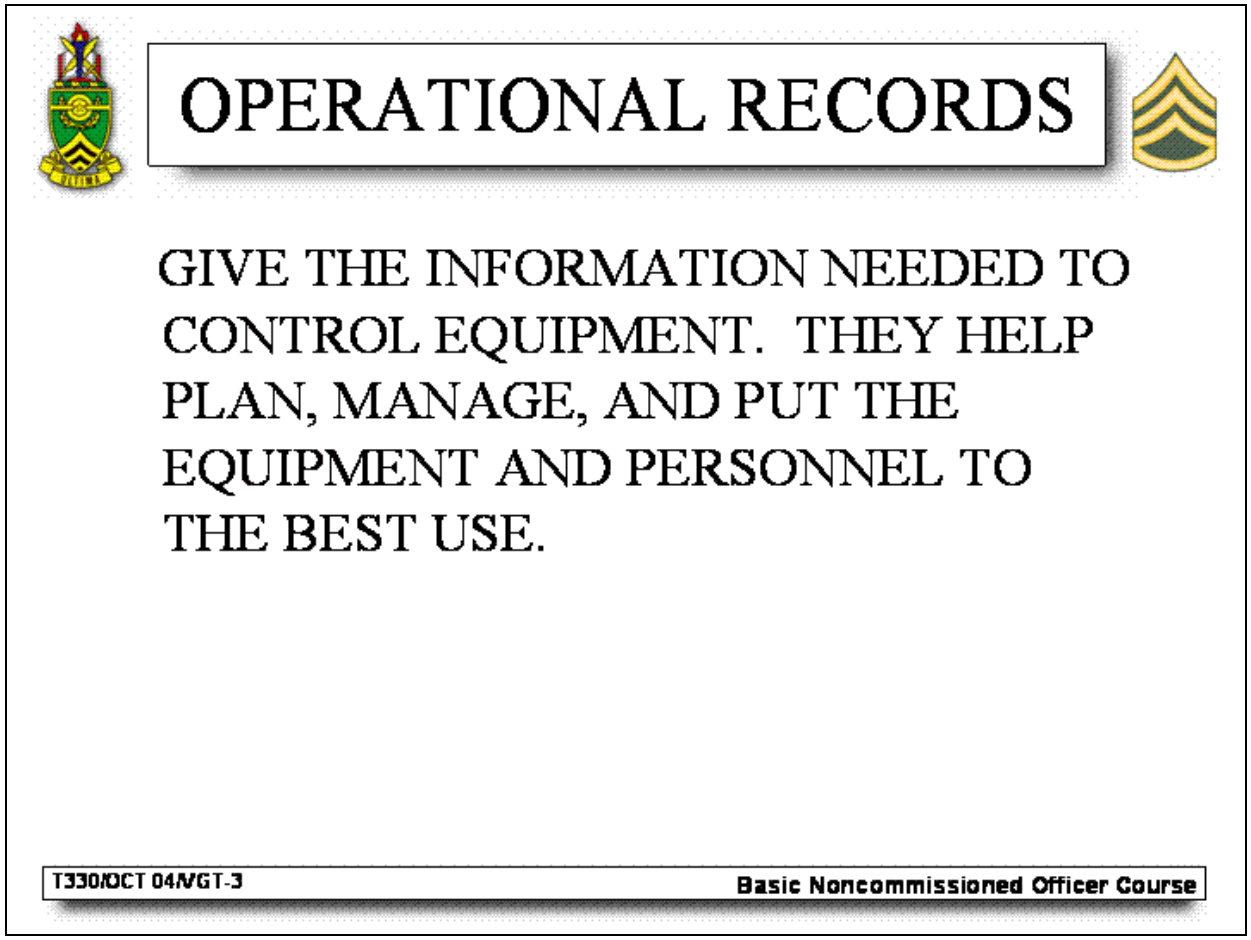


VGT-2, Functions of Maintenance Forms and Records, cont

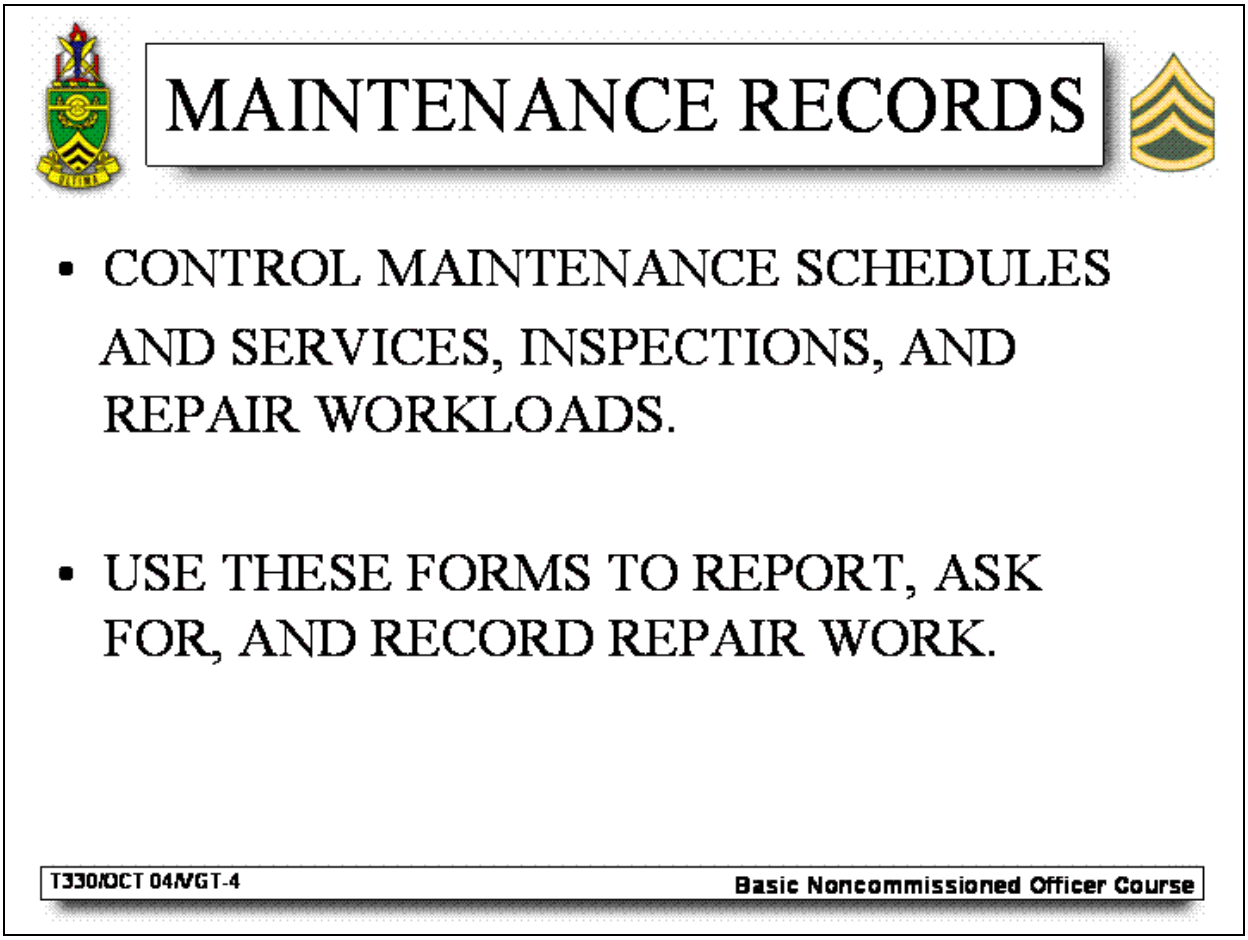
FUNCTIONS OF MAINTENANCE FORMS AND RECORDS, (cont)

- Gather information for one-time studies and projects.
- Get special maintenance information from selected units in selected areas.
- File warranty claim actions.

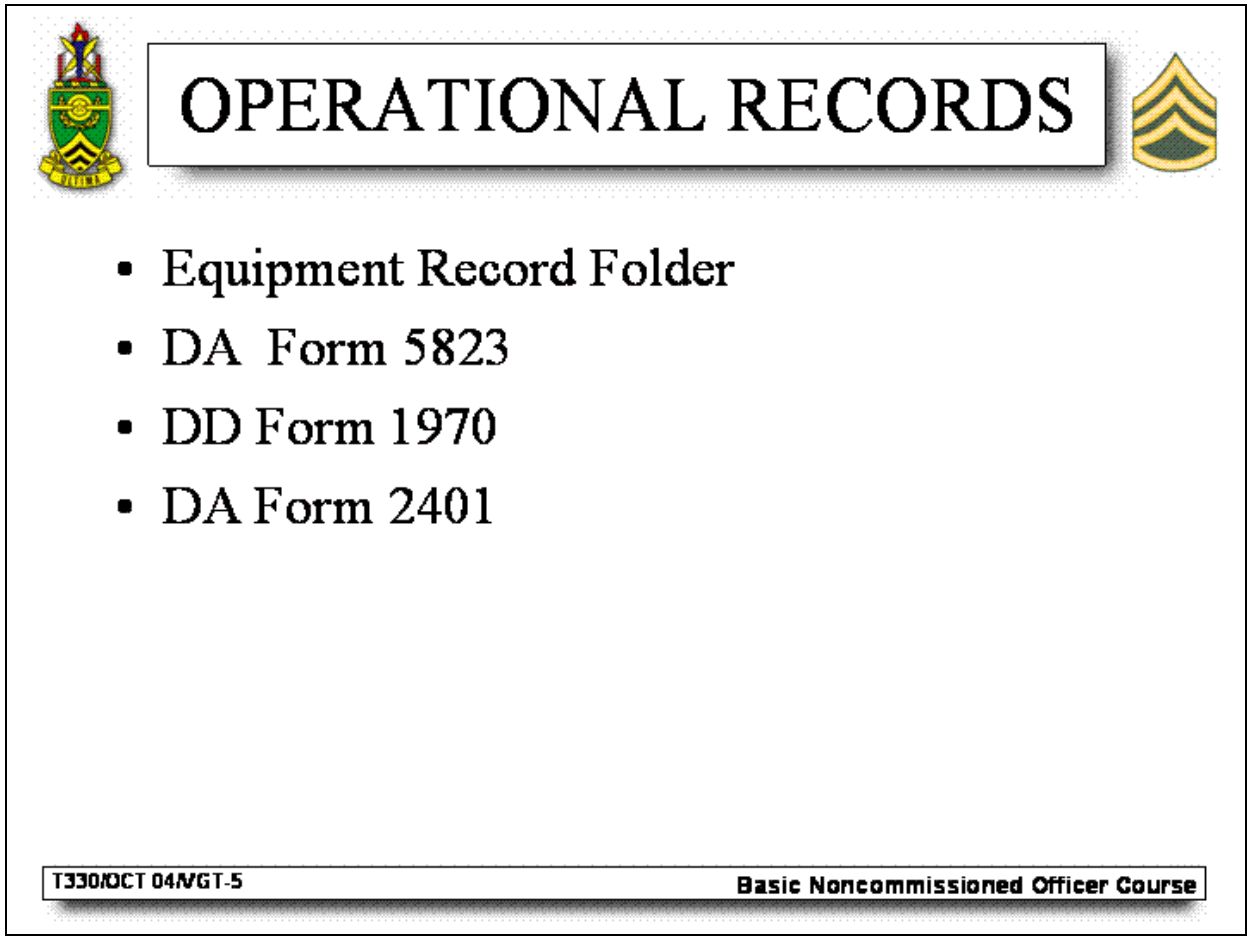
VGT-3, Operational Records



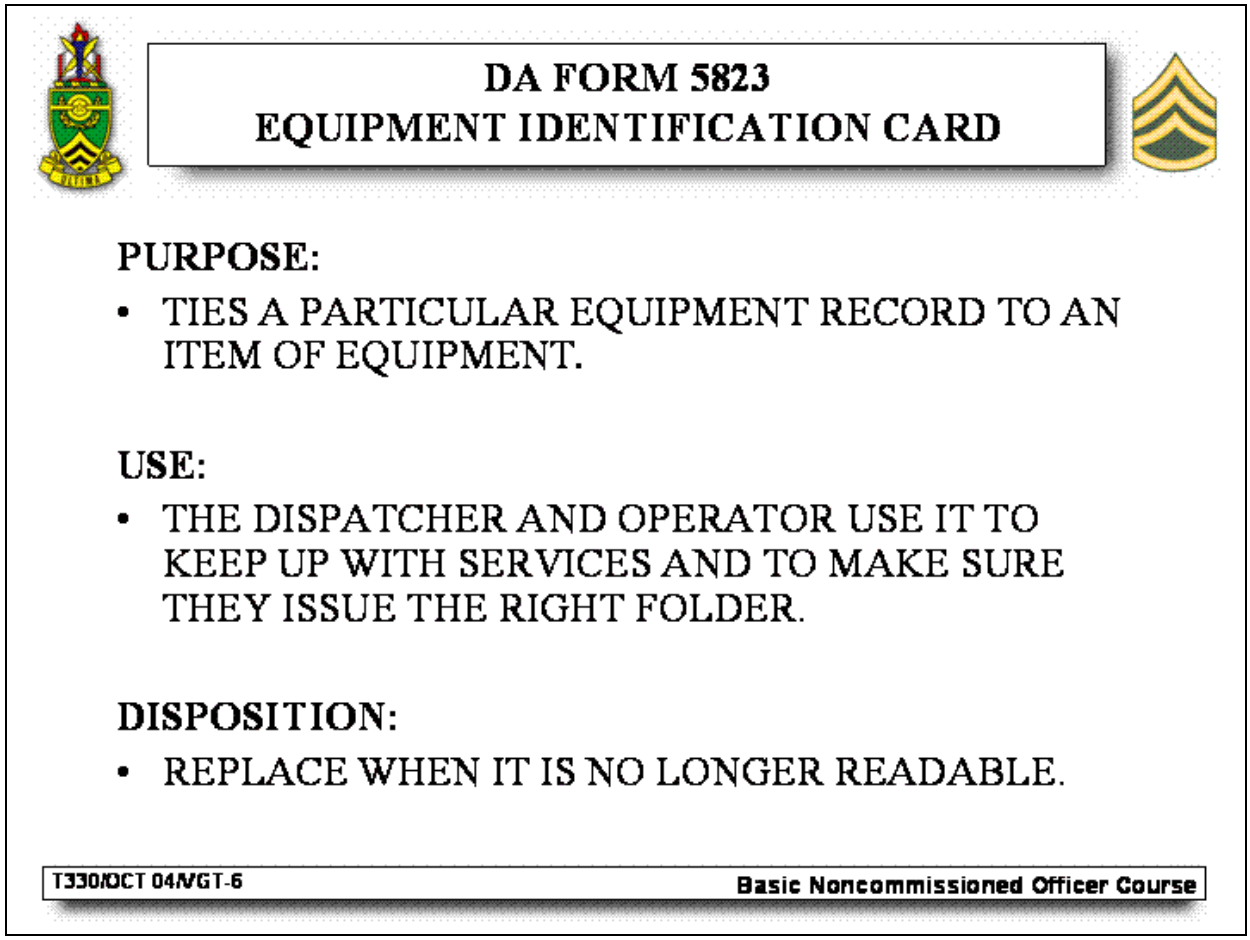
VGT-4, Maintenance Records



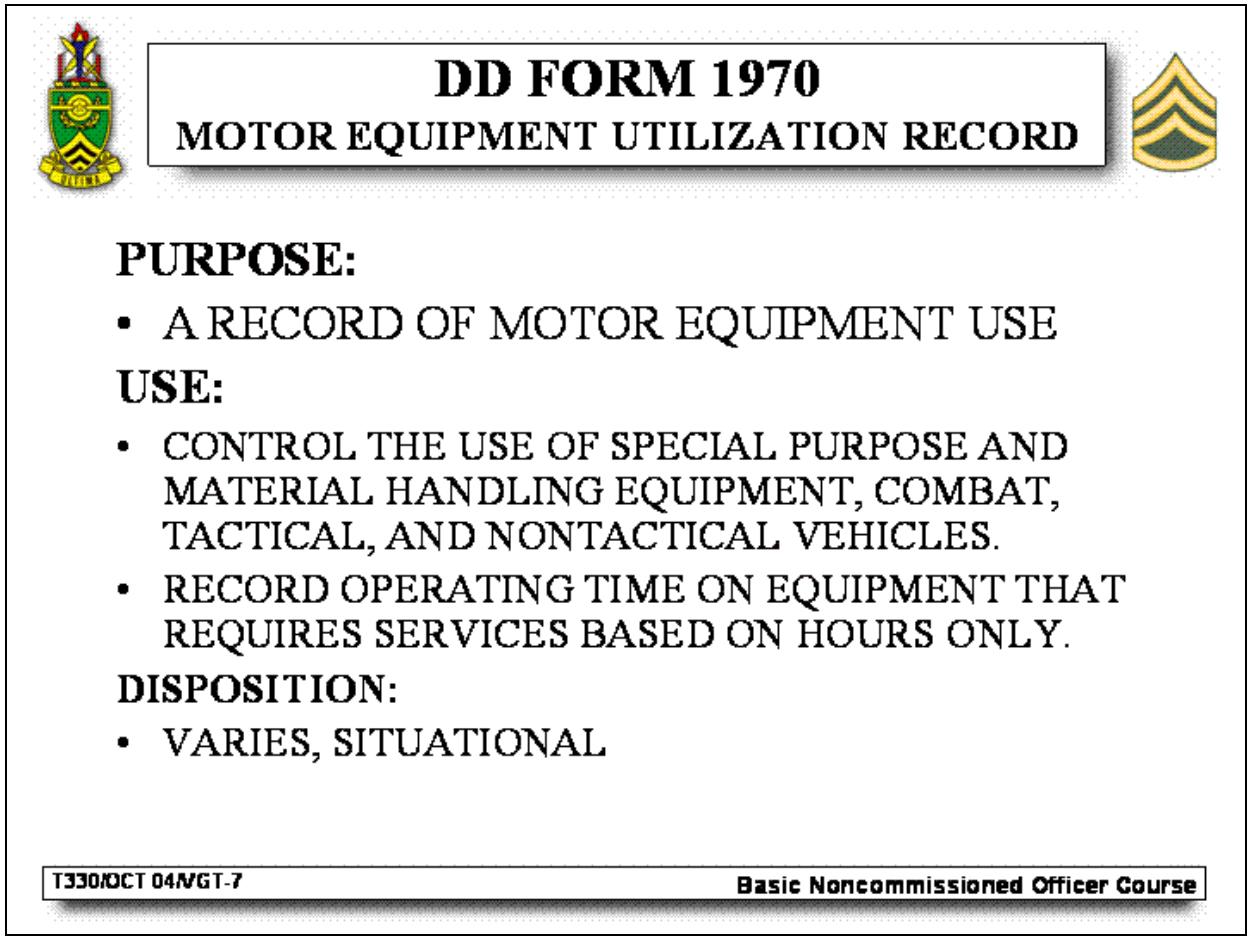
VGT-5, Operational Records



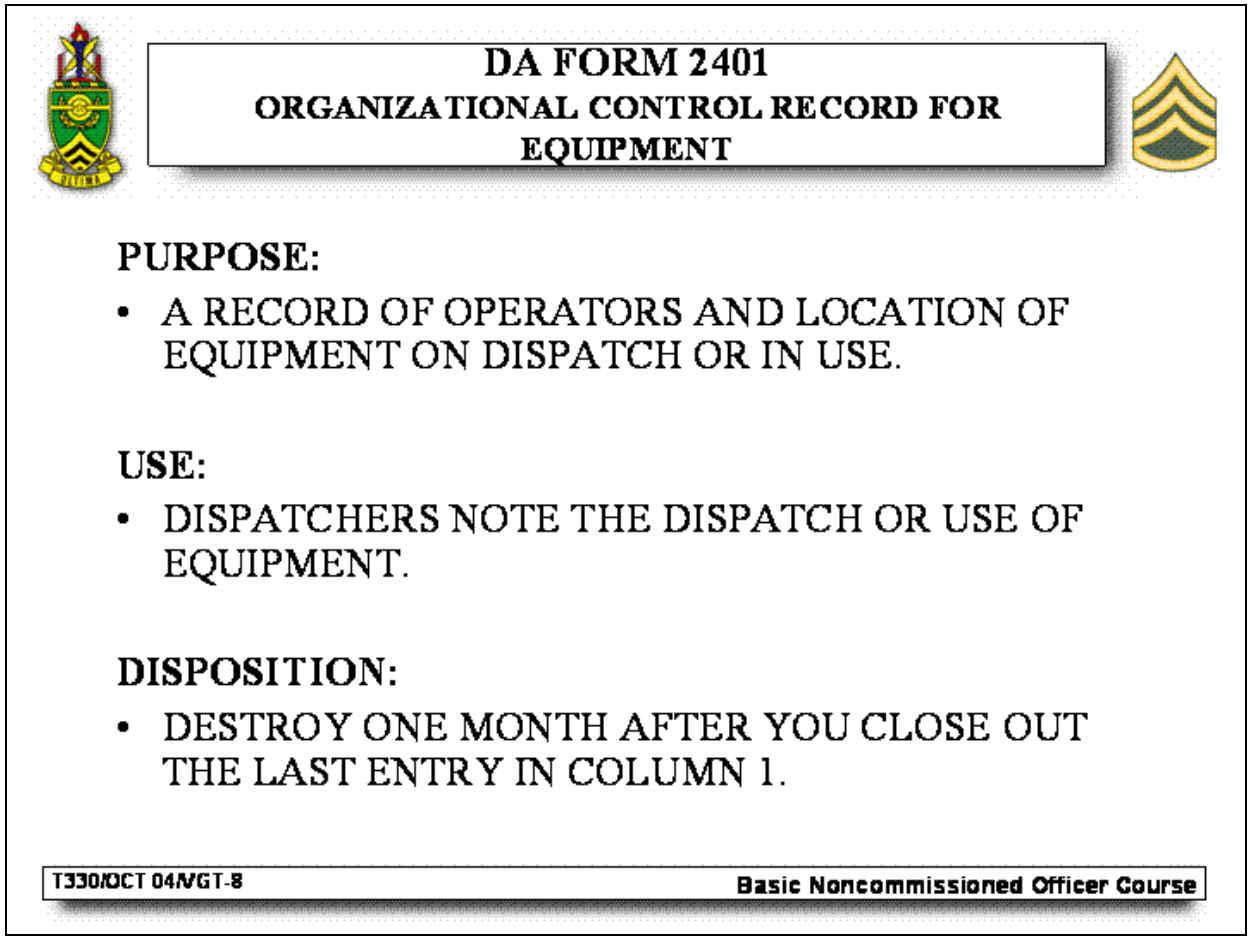
VGT-6, DA Form 5823, Equipment Identification Card



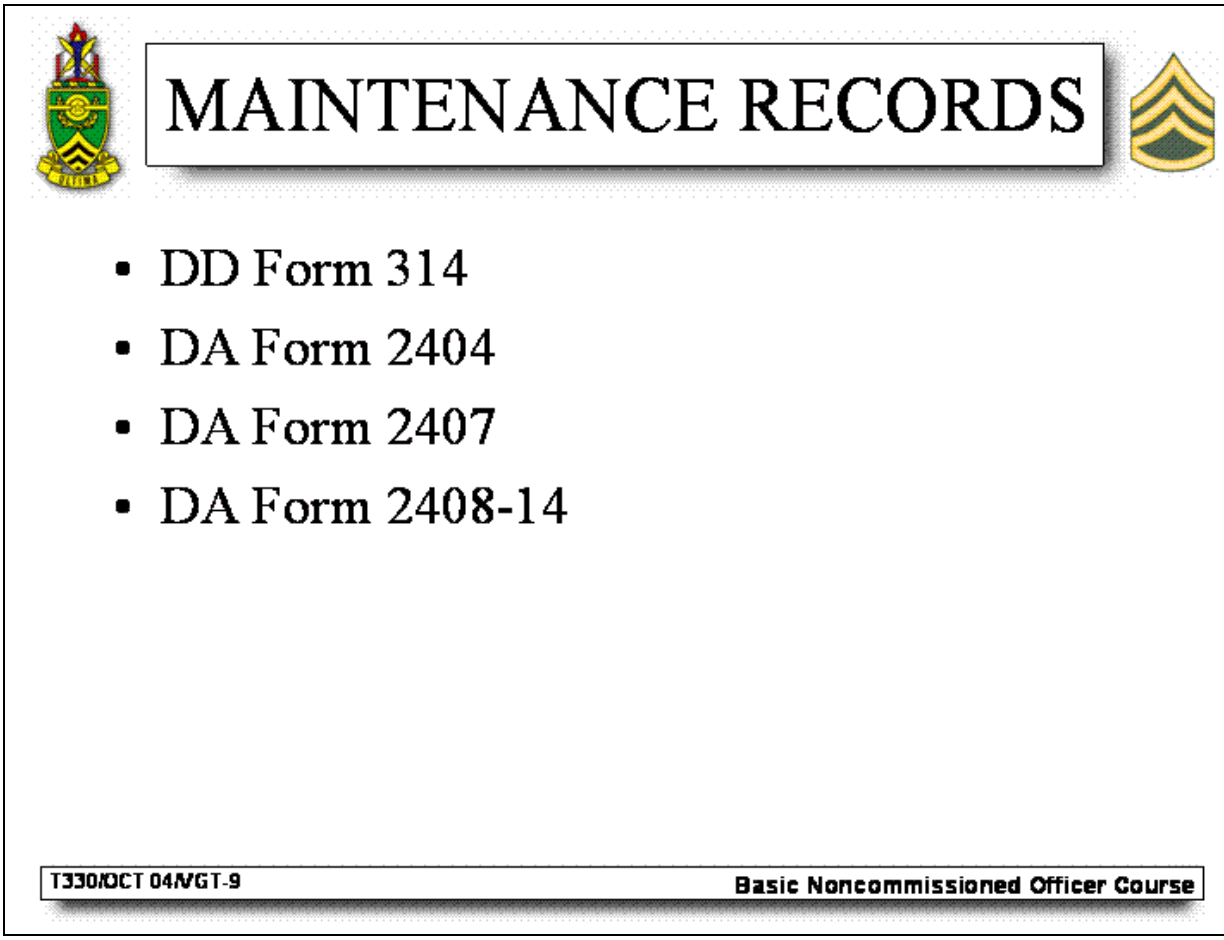
VGT-7, DD Form 1970, Motor Equipment Utilization Record



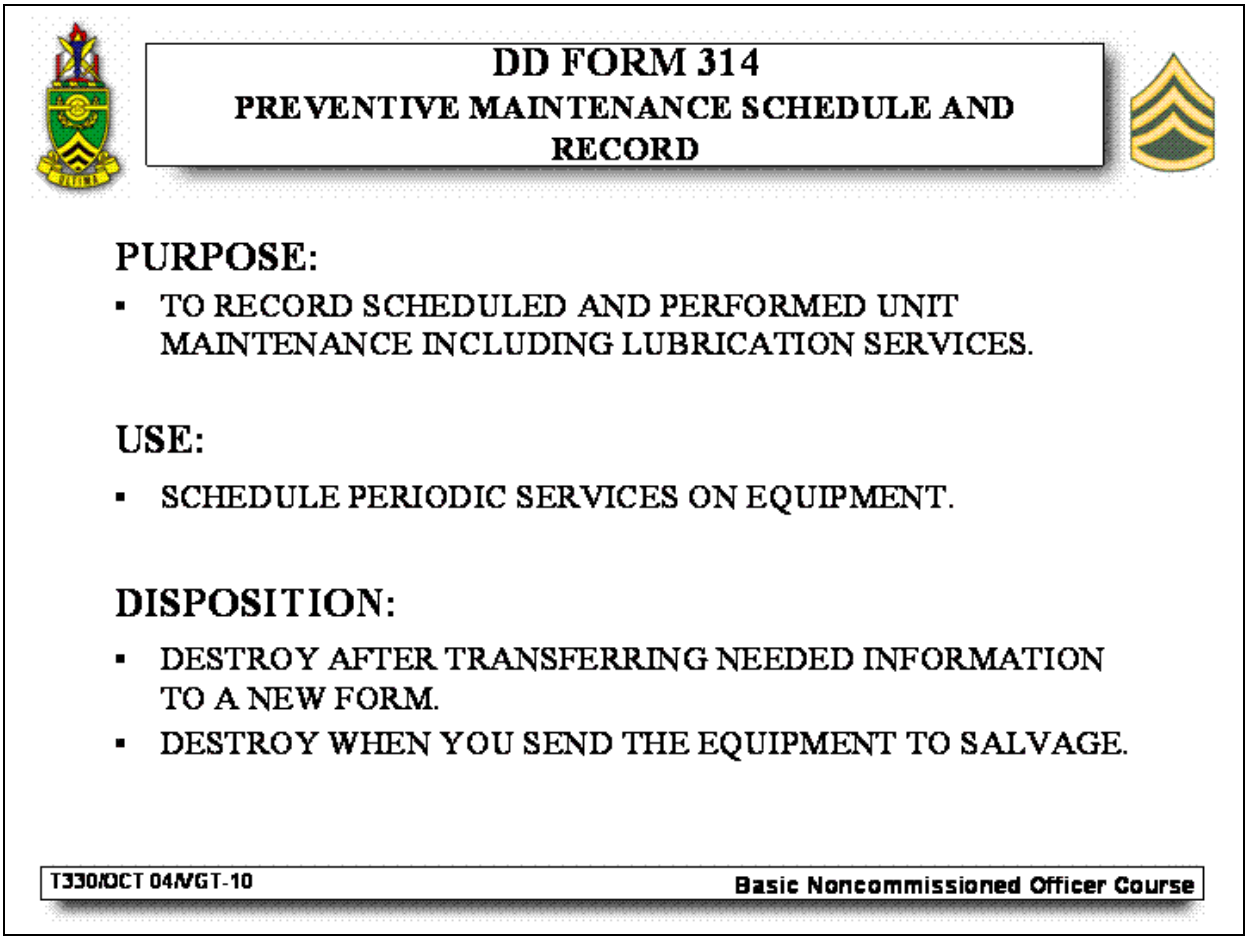
VGT-8, DA Form 2401, Organizational Control Record for Equipment



VGT-9, Maintenance Records



VGT-10, DD Form 314, Preventive Maintenance Schedule and Record



DD FORM 314
PREVENTIVE MAINTENANCE SCHEDULE AND RECORD

PURPOSE:

- TO RECORD SCHEDULED AND PERFORMED UNIT MAINTENANCE INCLUDING LUBRICATION SERVICES.

USE:

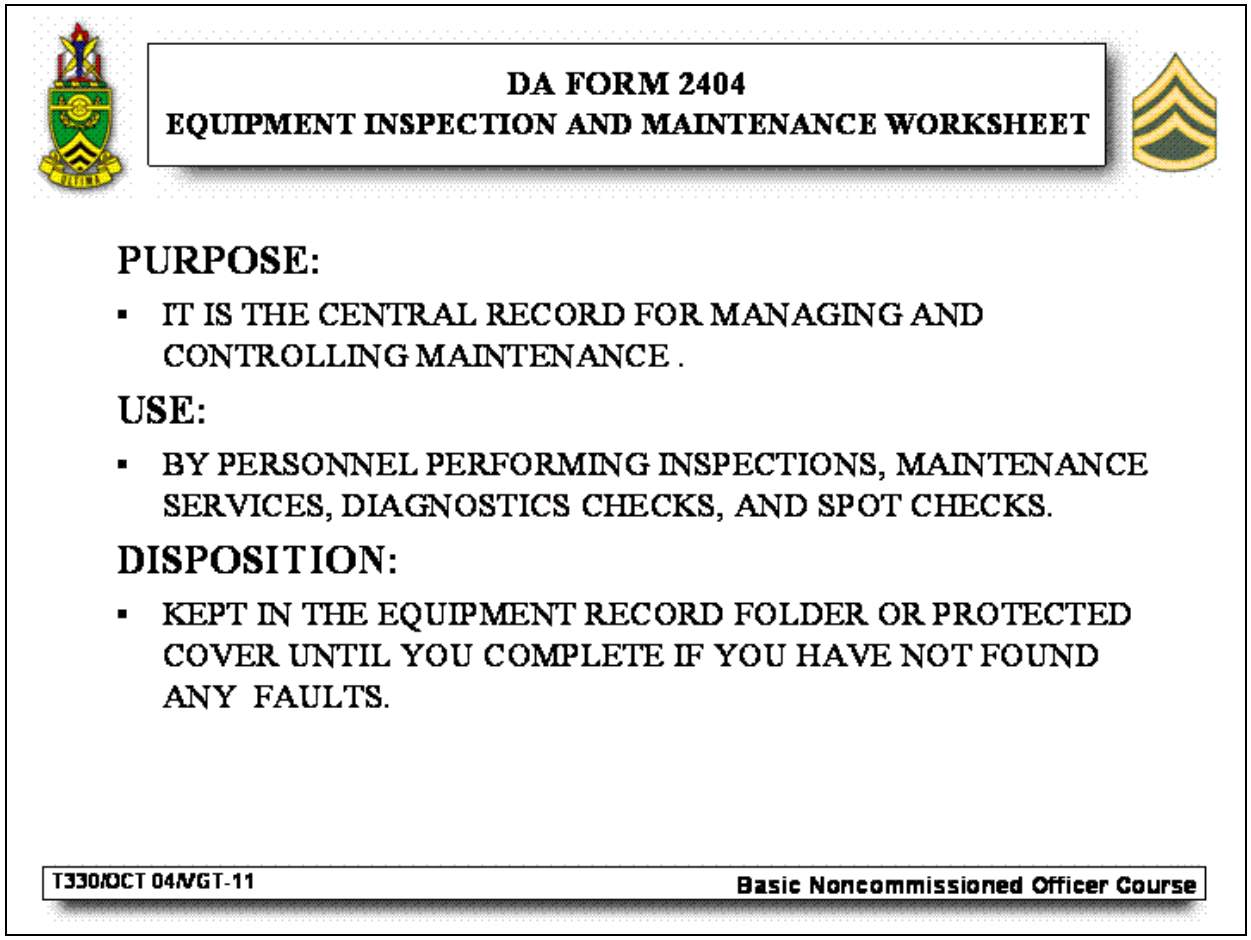
- SCHEDULE PERIODIC SERVICES ON EQUIPMENT.

DISPOSITION:

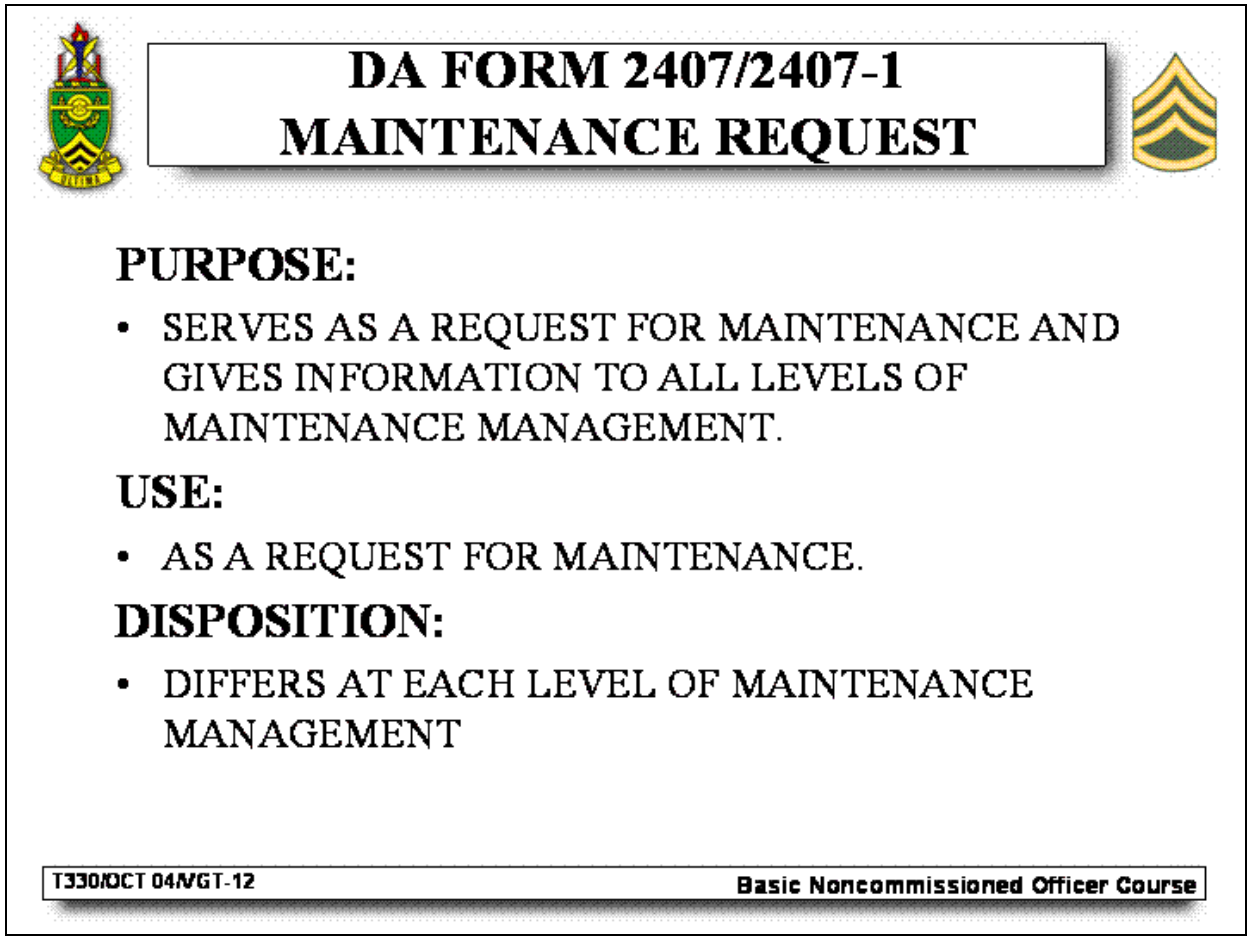
- DESTROY AFTER TRANSFERRING NEEDED INFORMATION TO A NEW FORM.
- DESTROY WHEN YOU SEND THE EQUIPMENT TO SALVAGE.

T330/OCT 04/VGT-10 Basic Noncommissioned Officer Course

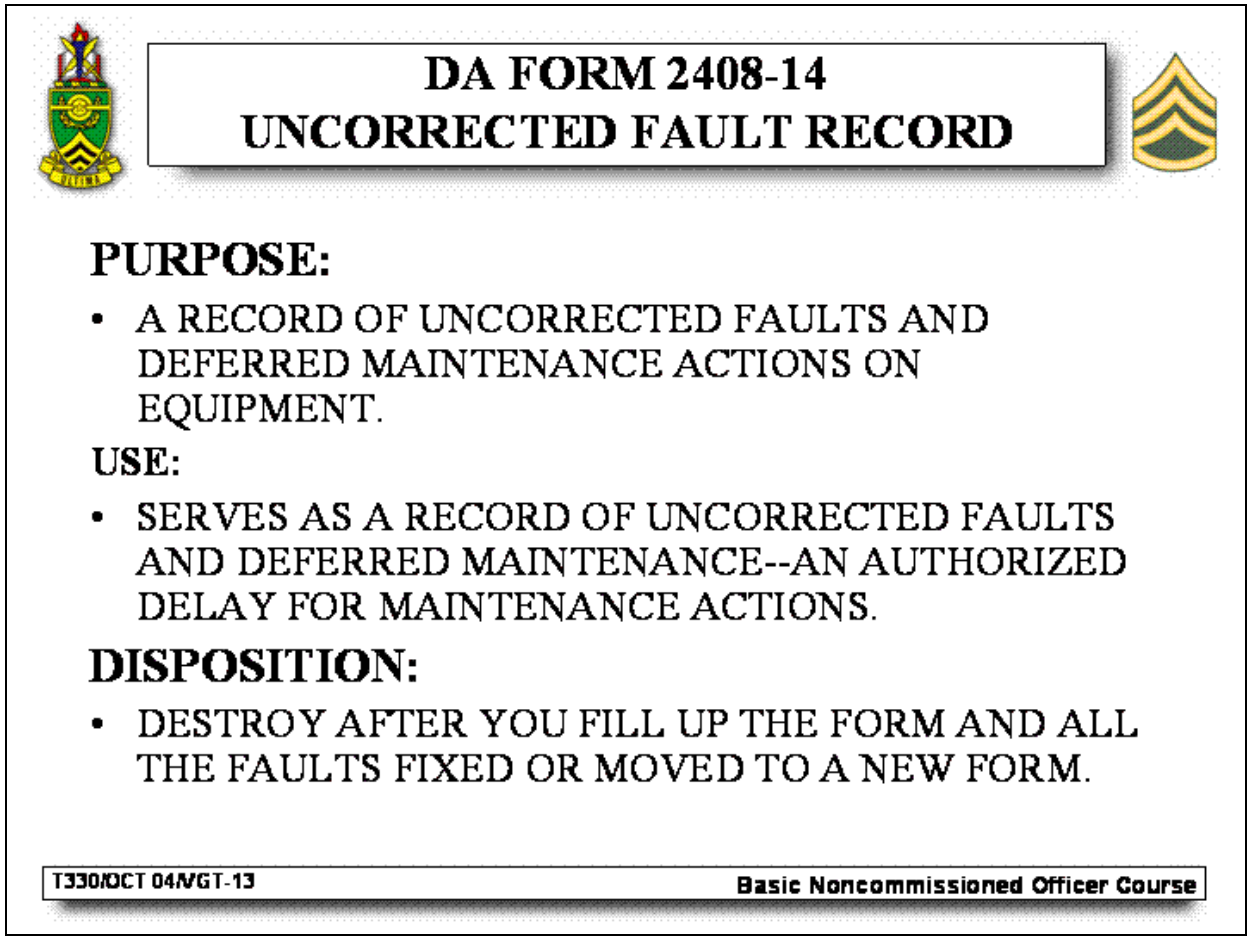
VGT-11, DA Form 2404, Equipment Inspection and Maintenance Worksheet



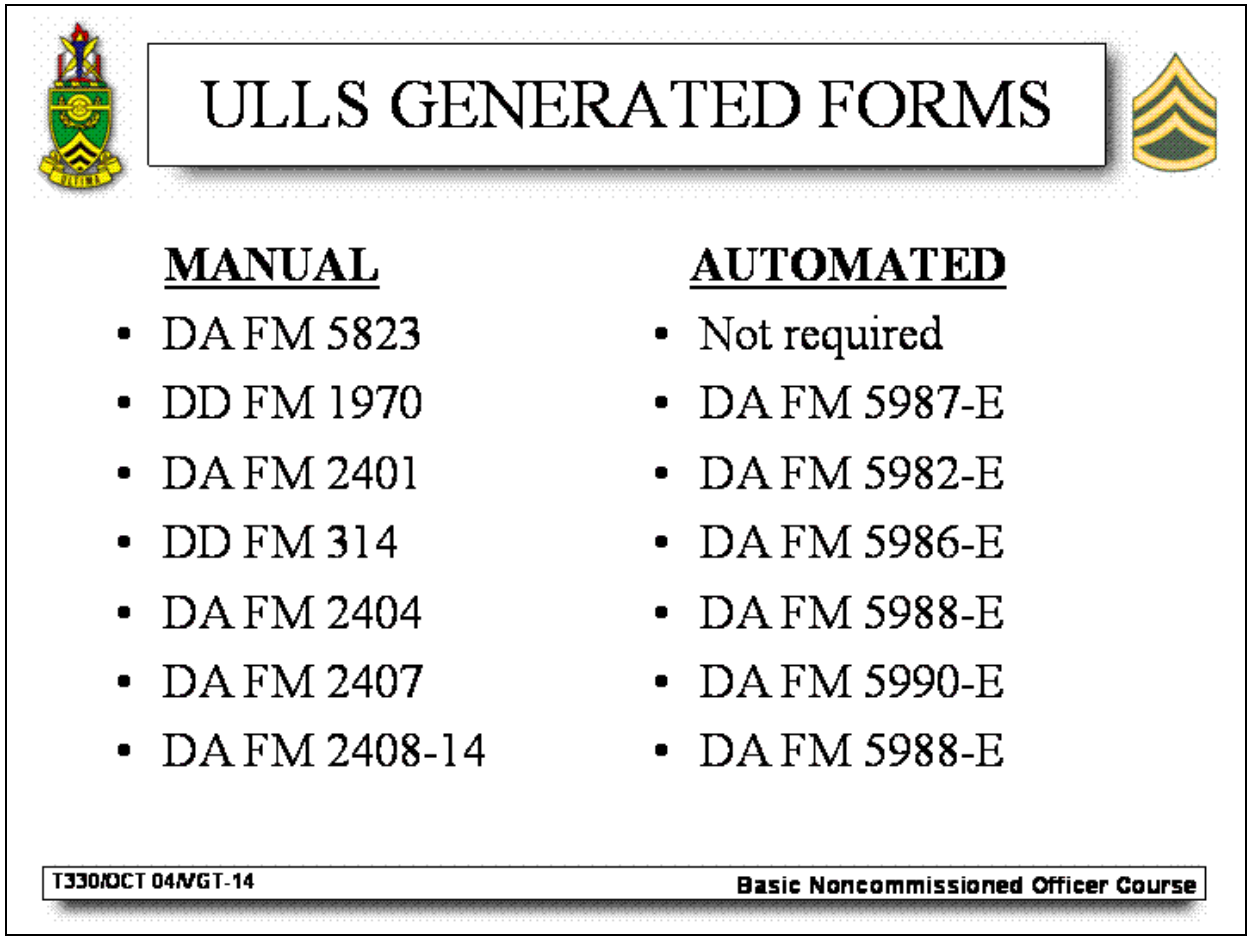
VGT-12, DA Form 2407, Maintenance Request



VGT-13, DA Form 2408-14, Uncorrected Fault Record



VGT-14, ULLS Generated Forms



Appendix B - Test(s) and Test Solution(s) (N/A)

Appendix C - Practical Exercises and Solutions (N/A)

HANDOUTS FOR LESSON 1: T330 version 1

This Appendix Contains

This appendix contains the items listed in the table:

THIS PAGE INTENTIONALLY LEFT BLANK

Student Handout 1

Advance Sheet

Lesson Hours

This lesson consists of one hour of small group instruction.

Overview

This lesson teaches some of the forms and records you will use to performance maintenance operations at the operator/squad/unit level. Your knowledge of these forms, when to use them and how to correctly fill them out is an essential part of keeping your section and units equipment at an optimum operating capacity.

Learning Objective

Terminal Learning Objective (TLO).

Action:	Supervise squad level PMCS.
Conditions:	In a classroom environment, given an extract from DA Pam 738-750.
Standards:	Supervised squad level PMCS by reviewing the actions of subordinates to determine correctness during before and after operations PMCS and provided feedback on deficiencies IAW DA Pam 738-750.

Assignment

The student assignments for this lesson are:

- Read Student Handout 1.
- Read Student Handout 2.

Additional Subject Area Resources

None

Bring to Class

You must bring the following materials to class:

- All reference material received.
- Pencil or pen and writing paper.

THIS PAGE INTENTIONALLY LEFT BLANK

Student Handout 2

Extracted Material from DA Pam 738-750

This student handout contains 49 pages of extracted material from the following publication:

DA Pam 738-750, Functional Users Manual for The Army Maintenance Management System (TAMMS), 01 August 1994:

Cover	
Chapter 1	pages 1 thru 3
Chapter 2	pages 3 thru 10 and 12 thru 15
Chapter 3	pages 15 thru 23, 25, 26, 30 thru 36, 39, 40, 46, 47, 63 thru 65
Chapter 4	pages 68 and 69
Chapter 12	pages 146, 154 thru 159, and 166

Disclaimer: The training developer downloaded the extracted material from the United States Army Publishing Agency Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

THIS PAGE INTENTIONALLY LEFT BLANK

Department of the Army
Pamphlet 738–750

Maintenance of Supplies and Equipment

Functional Users Manual for The Army Maintenance Management System (TAMMS)

Headquarters
Department of the Army
Washington, DC
1 August 1994

Unclassified

Chapter 1
Introduction

1–1. Purpose

a. This pamphlet indicates which records are required to control and manage equipment and maintenance. AR 750–1 sets the policy for keeping the records outlined in this pamphlet.

b. This pamphlet applies to all Army equipment, except installed equipment (see AR 420–17), industrial production equipment, nonstandard equipment that has not been type classified or assigned a National Stock Number (NSN), equipment bought with nonappropriated funds, and medical equipment covered by TB 38–750–2.

c. The forms and records are used to—

(1) Control equipment and manage maintenance.

(2) Make equipment improvement recommendations (EIRs) and product quality deficiency reports.

(3) Ask for, apply, and report Modification Work Orders (MWOS).

(4) Keep track of and report on the condition, status, and operation of equipment.

(5) Collect and report information used to design new equipment and redesign and improve current equipment.

(6) Gather information for special one–time studies and projects. When the forms do not meet the needs of a study or project, ask HQDA (DALO–SMM), WASH DC 20310–0546, for approval to vary from this pamphlet.

(7) Get special maintenance information from selected units in selected areas. This sampling will be limited to a stated number and a specific type, model, or series of equipment. The sample can be taken for only a limited time. AR 750–1 governs sampling programs.

(8) File warranty claim actions (WCAs).

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the consolidated glossary. Other military terms are defined in AR 310–25.

1–4. Exceptions

This pamphlet cannot be supplemented or changed without approval from HQDA (DALO–SMM), WASH DC 20310–0546.

1–5. Types of records

a. Operational records. Operational records give the information needed to control equipment. They help plan, manage, and put the equipment and personnel to the best use.Operational records are in chapter 2.

b. Maintenance records. Maintenance records control maintenance schedules and services, inspections, and repair workloads; and are used to report, ask for, and record repair work.They help keep up with the status of equipment for readiness, warranty, equipment use, and logistics reports. Maintenance records are in chapter 3.

c. Nonaeronautical Equipment, Army Oil Analysis Program (AOAP). Technical information, instructions, and operating procedures for nonaeronautical equipment enrolled in the AOAP are described in chapter 4. Policies, objectives, and responsibilities of the AOAP are prescribed in AR 750–1.

d. Equipment historical records. Historical records are permanent forms on the receipt, operation, maintenance, modification, transfer, and disposal of individual items of equipment. These records are in chapter 5.

e. Watercraft records. Records for U.S. Army floating craft are in chapter 6.

f. Rail equipment records. Chapter 7 covers records for U.S. Army rail equipment.

*g. Communication security (COMSEC) equipment.*COMSEC equipment records are in chapter 8.

h. Ammunition records. Use ammunition records to control and report on munitions. Nuclear weapon reporting is covered by (C) TB 9–1100–803–15. Ammunition records are in chapter 9.

i. Supply and Maintenance Assessment and Review Team(SMART). The purpose of SMART, how to submit a SMART initiative, and a list of SMART Initiatives are included in chapter 10.

j. Deficiency reports. Procedures to report deficiency reports are in chapter 11.

k. Unit Level Logistics System (ULLS) user procedures. ULLS user procedures are outlined in chapter 12.

l. Standard Army Maintenance System (SAMS) user procedures. Forms and procedures unique to SAMS users are outlined in chapter 13.

1–6. General instructions

a. Information about equipment forms and records, and specific details on how to use, fill out, and handle each form is found in the related chapter. Unless the specific instructions for the form say otherwise, the following rules apply:

(1) Nonapplicable entries will be left blank.

(2) All entries on the forms will be printed or typed except personal signatures and initials. All forms and records will be filled out in pencil, unless the specific instructions tell you to use ink. If ink is required, you will use a blue or black pen.Repeated information can be entered by rubber stamp. Typed and stamped entries will be in blue or black. Grease pencils, felt tip marker, and colored pencils will not be used except as directed for corrected copies.

(3) Time and effort can be saved by using abbreviations. Use only the abbreviations in AR 310–50, AR 700–138, appendix B, and the consolidated glossary.

(4) Authorized codes for forms are listed in appendix B.

(5) Ditto symbols may be used. However, make sure the symbols cannot be misunderstood.

(6) Forms may be overprinted when the information is repeated each time the form is used for a particular purpose. For example, heading information or inspection items may be overprinted.

(7) The terms noun, noun abbreviation, and noun nomenclature refer to the same basic identification. These terms may be used interchangeably.

(8) Use the examples and illustrations as guides only. Read the text and figure instructions. Then fill out your forms showing your own equipment, unit, and status. If there is a conflict between the form and the instructions in the figure, use the instructions.

(9) Forms will not be changed or altered. You will not use locally devised forms instead of, or in addition to, the forms in this pamphlet. When forms do not give you needed information, you can ask permission to vary from this pamphlet. However, you will not vary from these requirements without written permission from HQDA(DALO–SMM), WASH DC 20310–0546.

(10) Commanders appoint a designated representative to sign some forms and records. When a representative is appointed, that authority must be in writing on a memorandum, orders, or a DA Form 1687 (Notice of Delegation of Authority–Receipt for Supplies).See DA Pam 710–2–1.

(11) Where rank/grade is mentioned, rank refers to military(e.g., CPT), and grade refers to civilian (e.g., WG–09).

(12) Use julian or calendar dates unless the specific form instructions tell the type of date to put on a form.

(13) Do not make out forms and records until you have an entry for them.

(14) Disposition instructions are provided for each form. A form may be retained beyond the prescribed period when required locally to assist management or in special situations. A form will not be retained beyond the prescribed time merely for inspection purposes.

(15) Wherever a masculine pronoun “he”,“him”, or “his” is used, it will be construed to include the feminine “she”, “her”, or “hers” as appropriate.

b. Commanders direct the preparation of forms for local management purposes. The forms used for local management purposes, and not directed to be maintained by other guidance, will not be sent outside the command.

c. The forms are no good unless the information is readable, correct, and complete. If a form is found with missing or incorrect information, check the applicable instructions for the form. If those instructions say the form or the information stays within the unit, just correct the form. Erase, use correction fluid or tape, or line through the wrong information. Write the correct information above the line or where the old entry was. Some information or entries cannot be changed. Check the specific form instructions before you erase, correct, or line through entries.

d. Whenever you make an EIR, check AR 672–20. Many EIRs qualify as suggestions and could earn you some money.

e. This pamphlet gives instructions for manually preparing maintenance forms and records. Some Department of the Army (DA)standard automated systems (ADPE–supported) also require maintenance forms and records. The instructions for filling out the forms under those systems are in the manuals for those systems. When the automated system you are under disagrees with this pamphlet, go with the automated system manual. But, the automated system manual rules over this pamphlet only when—

(1) The unit or activity that makes out the records has approval to use the DA standard automated system.

(2) The equipment records for the automated system meet the needs of this pamphlet.

(3) Reports required to be sent to the national level also fit the needs of this pamphlet. Those reports will meet the format and data reduction requirements in chapter 5.

f. Units or activities that are ULLS users will comply with the system's automated users manual. ULLS provides automated procedures for performing and managing limited TAMMS functions and standard motor pool operations. Many manual forms are replaced by automated records in ULLS. The forms automated through ULLS are authorized and will be used in place of the manual forms.

g. Units or activities operating under SAMS will use procedures as outlined in AISM 25–L21–AHN–BUR–EM.

h. Units or air traffic control (ATC) facilities that maintain nonstandard Army ATC equipment must still use all historical and maintenance related forms in this pamphlet, as appropriate, as well as any other maintenance forms that are directed by the specific equipment's technical publications.

1–7. Forms requirements

a. The required forms and records give you and your commander a picture of the equipment's condition, use, operation, and needs.The ultimate purpose of this information is to have the equipment safe and ready for combat.

b. Operators, dispatchers, records clerks, mechanics, prescribed load list clerks, supervisors, and commanders have an equal stake in maintaining the forms.

c. The forms and records will not be redone just for neatness(See para 1–6c). Redo historical forms and records, as shown below, only when the original form is lost or so damaged that the information is no longer readable.

(1) When a historical form is redone, move all the information from the old form to the new one. In the remarks block of the new form or in the top or bottom margin, print: "New Form Initiated" and the date. The commander or the commander's designated representative signs the entry. Put UNK for unknown in any block that cannot be read. Throw away the national maintenance point (NMP) copies of forms made to replace lost or damaged forms.See the following instructions:

(a) These instructions apply only when the original form was on hand, but was lost or damaged.

(b) If equipment requiring a DA Form 2408–9 (Equipment Control Record) arrives in the unit without a form or there is no record of a DA Form 2408–9 on it, use the instructions in paragraph 5–2a.

(2) If you lose, damage, falsify, or destroy a record intentionally or through negligence, you will be subject to disciplinary action. These forms and records are important.

1–8. Status symbols

a. Status symbols are used on forms and records to show the seriousness of equipment faults or problems. The five status symbols below are used (X, CIRCLED X, HORIZONTAL DASH (–), DIAGONAL SLASH (/), and LAST NAME INITIAL):

(1) X. An X status symbol is for a fault or equipment condition that is a deficiency. Deficiencies put the equipment in an inoperable status. No one will authorize or order equipment operated until the X condition is repaired or status changed. If the condition is unusual and could occur on other similar equipment, check the other equipment. The commander or the commander's designated representative will immediately place all similar equipment in an X status symbol. Each item will be inspected. If the unsafe condition is found, it must be fixed; and, if necessary, a Category I deficiency report submitted, as outlined in chapter 11.Leave the equipment in an X status until instructions are received.An X status symbol applies to the following situations:

(a) Deficiency on the equipment. The motor officer, maintenance officer, or designated representative will inspect all work taken to correct each status symbol X and CIRCLED X deficiency.

(b) Component or assembly is defective or removed and makes the equipment unsafe to operate.

(c) Equipment has a deficiency listed in the "not mission capable if" (formerly equipment not ready/available if) of the equipment TMs PMCS table.

(d) Fault that endangers the lives of the operator or crew, listed in AR 385–55 as NMC, or that would further damage the equipment. This equipment will not be reported on MCSR unless listed in the NMC column of PMCS tables, but will be an administrative deadline.

(e) Urgent MWO has been published, but not applied to the equipment.

(f) Safety–of–Use message issued stating a potentially dangerous or unsafe condition on your equipment.

(g) The commander judges the equipment not able to do its mission.

(2) *CIRCLED X.* A CIRCLED X means the equipment has a deficiency but may be operated under set limitations. The commander or the commander's designated representative may authorize limited operation. The limited operation is usually for a one–time only operation but is dependent on the mission. A CIRCLED X status symbol applies to the following situations:

(a) Limited urgent MWO or deficiency with limiting conditions on your equipment. Limited condition means the equipment can be operated, but only within limits set by the MWO or other publication. The limits may affect operation or require a maintenance action in a set time.

(b) Potentially dangerous condition that requires limiting operations. When you find this type of condition, inspect other similar equipment. The commander or the commander's designated representative will put all similar equipment under limited operations. Send in a Category I deficiency report as outlined in chapter 11.

(3) *HORIZONTAL DASH (–).* A HORIZONTAL DASH shows that an inspection, component replacement, or overdue MWO has not been done or applied.

(4) *DIAGONAL SLASH (/).* A DIAGONAL SLASH shows a fault with equipment other than a deficiency. Faults must be fixed to make the equipment fully usable and to prevent more problems.

(5) *LAST NAME INITIAL.* A LAST NAME INITIAL shows a completely satisfactory condition or a corrected fault.

b. Status symbols reflect the judgment of the person making the inspection, operating the equipment, or doing the maintenance.No one will order an individual to change a status symbol. All changes become permanent, except CIRCLED X, until the fault is corrected or determined otherwise by the commander's designated representative, who will be knowledgeable in maintenance. The faults will be corrected per the Army –10 and –20 PMCS maintenance standards as noted in AR 750–1. A status symbol will be changed only under the following conditions:

(1) *Status symbol change.* The commander or commander's designated representative will ensure that the following is accomplished if they disagree with a status symbol:

(a) Changes can be made from a less serious to a more serious status symbol, and from a serious to a less serious status symbol.

(b) The commander or commander's designated representative will show a status symbol change on a DA Form 2404 (Equipment Inspection and Maintenance Worksheet) by re–entering the fault and new status symbol on the next open line. Print "status symbol change" in column d next to the fault.

(c) When either the original or final (change) status symbol is an X or a CIRCLED X, the repair work will be inspected. When the repair is finished, the repairer who performed the work will initial in column e. The commander or commander's designated representative will designate a qualified person who has not performed the repair work. This designated inspector will put his last name initial over the status symbol to accept the work and start the process to close out the fault.

(2) *Changing an X to a CIRCLED X status symbol.* A fault with an X status symbol puts the equipment in an inoperative condition. The equipment may have to be sent to a higher level maintenance activity for repair. Operating equipment in a CIRCLED X status symbol always carries some risk or danger. The commander or commander's designated representative will verify deficiency on a daily or mission basis, whichever is greater.

(a) Before allowing limited operations, make sure the crew or operators will not be endangered or the equipment further damaged.

(b) Changing an X to a CIRCLED X is temporary. When the daily or mission dispatch is over, the equipment goes back to an X status symbol.

(c) Changing an X not mission capable (NMC) condition to a CIRCLED X only effects operation of the equipment. The time is still counted as NMC on the DA Form 2406 (Materiel Condition Status Report), DA Form 3266–1 (Missile Materiel Readiness Report), DD Form 314 (Preventive Maintenance Schedule and Record), and DA Form 3266–2R (Missile Materiel Status Report Worksheet).

1–9. How to report errors, recommend improvements, and ask for help

a. If you need help or have questions about this pamphlet, send a letter through your command to the Director, USAMC Logistics Support Activity, ATTN: AMXLS–RRM, Redstone Arsenal, AL 35898–7466. Be sure to send the letter through channels, as the answer you need may be nearby. Your command will try to answer your question before passing it on. If you go through channels, you will get an answer sooner.

b. Make sure your DA Forms 2028 (Recommended Changes to Publications and Blank Forms) and letters asking for information list the paragraph and page number. Remember to add your name and DSN or commercial phone number.

1–10. Sample data collection

a. Sample data collection (SDC) is the DA authorized process in accordance with AR 750–1 and AR 750–2 for collecting and administering information on fielded Army equipment and equipment support.

b. Data is collected on specific equipment in specific units for specific objectives. The data provides equipment developers and equipment managers with actual field performance information in support of supply, maintenance, or engineering evaluations. The SDC Program establishes an audit trail and supports evaluations of SDC specific objectives; for example, evaluated fielded systems currently in production using engineering service type data for the purpose of improving the production system reliability, availability, maintainability, and readiness characteristics.

c. HQDA approves all SDC projects. The executive agent designated by DA for SDC management will announce the initiation of an SDC project by message 30 days before the SDC project implementation date. Participating units will be information addresses on those messages.

d. Accurate, timely, and complete recording of all data on TAMMS and SAMS forms and records by participating SDC units is essential to the success of an SDC project.

e. SDC project documentation includes a major Army command(MACOM) approved Field Procedures Guide (FPG), containing specific responsibilities, procedures, and instructions on what TAMMS, and SAMS forms will be required for the SDC project. In certain instances, it is necessary for the TAMMS forms to be modified to allow for the collection of essential data (for example, military occupational specialty (MOS) is not a required entry on the DA Form 2404 by the instructions in this pamphlet). Modified TAMMS and SAMS forms will only be used upon MACOM approval. Therefore, participating SDC units will ensure modified TAMMS and SAMS forms, if applicable, are completed as directed in the MACOM approved FPG.

f. AR 750–1 authorizes unit personnel in selected units to record data on special SDC forms. The use of special forms is restricted to a minimum and will be approved only with strong justification and per an approved SDC plan and FPG. Units participating in SDC projects will complete the applicable SDC form as directed by the MACOM approved SDC FPG. MACOM approval of the SDC FPG serves as the authority for unit personnel to complete the special SDC form.

Chapter 2
Operational Records and Dispatch Procedures

2–1. General procedures

a. This chapter tells how to make out and use forms for equipment operation, dispatch, and control.

b. The forms and records will be kept by all units, organizations, and activities who operate self–powered vehicles, towed vehicles, and stationary powered equipment. These forms may be used for other equipment when the commander wants hours of use, fuel, and oil added or other information.

c. Units with automatic data processing equipment support will use printouts or automated forms in place of the manual forms in this chapter.

d. The following publications tell how to train, test, and license equipment operators, except on aircraft, and report accidents:

(1) AR 55–19
(2) AR 56–9
(3) AR 190–51
(4) AR 385–40
(5) AR 385–55
(6) AR 600–55
(7) AR 700–84
(8) FM 21–17
(9) FM 55–30
(10) FM 21–305
(11) FM 21–306
(12) TB 600–1
(13) TB 600–2

2–2. How to dispatch equipment

a. Dispatching is the method by which a commander controls the use of equipment. However, allowing equipment to be used carries with it the responsibility for both the equipment and the operator's safety. Commanders ensure that dispatching procedures are understood and followed.

b. The commander appoints a responsible person to the duties of a dispatcher (reference para 1–6a(10)).

c. The dispatcher—

(1) Fills requests for equipment to be issued or used.

(2) Checks the operator's OF 346 (U.S. Government Motor Vehicle Operator's Identification Card) or DA Form 5984–E (U.S.Government Motor Vehicle Operator's Identification Card) (Automated)to make sure the operator is licensed for the equipment requested.

(3) Issues and collects the equipment record folder and the needed forms in the folder.

(4) Makes sure that the operators make needed and correct entries on the forms in the equipment record folder.

(5) Logs equipment in and out on the DA Form 2401(Organizational Control Record for Equipment).

(6) Makes required entries on the DD Form 1970 (Motor Equipment Utilization Record).

(7) Makes sure equipment faults are reported to maintenance personnel using DA Form 2404.

(8) Reports any differences in stated and actual destinations or missions.

(9) Notes any services done during the dispatch, AOAP samples taken, and so forth. Update the DA Form 5823 (Equipment Identification Card) to show any new information.

d. The dispatch loop describes the following procedures that will be followed when dispatching equipment:

(1) The operator reports to the dispatcher. For equipment needing licensed operators, the operator's OF 346 or DA Form 5984–E (Automated) will list or cover the item.

(2) The dispatcher gives the operator an equipment record folder with all the forms that will be needed during the mission.Both the dispatcher and the operator check the DA Form 5823 on the front of the folder for services due on the equipment. For unusual dispatch situations such as field training exercises or alerts, forms and packets will be prepared in advance.

(3) The operator uses the equipment TM for before–operation PMCS. Any faults the operator can fix will be fixed. Other faults, not already on the DA Form 2408–14 (Uncorrected Fault Record), go on the DA Form 2404. Nontactical equipment may not have a PMCS. Use a local checklist as a PMCS for that equipment.Operational checks and services will be performed before the equipment leaves the motor pool or other dispatch point. Operational checks will be performed while the equipment is being operated.Operational checks and services will be performed when the equipment completes the mission or returns to the motor pool or dispatch point.

(4) The operator and/or mechanic fixes any new faults, if possible. The commander or the commander's representative decides if any remaining faults go on the DA Form 2408–14 or keep the equipment from being dispatched.

(5) If the equipment is ready to dispatch, the dispatcher makes needed entries on the DA Form 2401 and validates the DD Form 1970 with signature and date.

(6) The operator leaves with the equipment and equipment record folder with all needed forms. During–operation checks are noted during the dispatch.

(7) When the mission is completed, the operator performs the after–operation PMCS on the equipment and annotates new faults on the DA Form 2404. The operator and mechanic will fix any faults they can and secure the equipment.

(8) The operator turns in the equipment records folder and all forms to the dispatcher. The dispatcher checks the forms for any open faults or needed actions. If the DD Form 1970 has been completely filled, the dispatcher transfers needed information to a new DD Form 1970. The dispatcher then closes out the DA Form 2401 entry for that item.

(9) Motor transport units performing line haul operations transfer their semitrailers to a larger organization designated by the senior motor transportation command (either group or brigade).The commander of the larger transport organization establishes a semitrailer control office that will be responsible for maintaining dispatch and maintenance records on those semitrailers.

2–3. Equipment record folder

a. The equipment record folder (NSN 7510–01–065–0166) holds the forms needed to keep up with equipment use, operation, and condition while on dispatch.(See fig 2–1.)

b. The equipment record folder is used each time an item of equipment goes on dispatch as shown below:

(1) The folder will carry only the forms and records needed during a dispatch. For routine dispatch, a vehicle folder will contain the current DA Form 2404; DA Form 2408–14, when there is something deferred or on order for the equipment; DD Form 1970;and the accident forms, SF 91 (Operator Report on Motor Vehicle Accidents), and DD 518 (Accident Identification Card).

(2) A DA Form 2408–4 (Weapon Record Data) will go in the folder only when the weapon is to be fired, serviced, or repaired.

(3) Put all the forms, except the DD Form 314 and the DA Forms 2408–9, in the folder when the equipment goes to support maintenance.

c. An equipment record folder will be assigned to a specific item of equipment. The DA Form 5823 in the front outside pocket ties the folder to the equipment.

d. The equipment record folder and all forms on an item of equipment go with the equipment when it is turned in or transferred.

2–4. DA Form 5823 (Equipment Identification Card)

a. The DA Form 5823 ties a particular equipment record folder to an item of equipment. (See fig 2–1.).

b. A DA Form 5823 goes in the outside front pocket of each equipment record folder. Information on the card is used to:identify the equipment covered, keep track of services due, and identify the assigned operator and leader.

c. The dispatcher and operator use the card to keep up with services and make sure the right folder is issued.

d. Keep information on the DA Form 5823 current. Whoever keeps the DD Form 314 will update the information after each scheduled service.

e. The DA Form 5823 will be replaced when it is no longer readable.

f. DA Form 5823 is not required if under ULLS.

2–5. DD Form 1970 (Motor Equipment Utilization Record)

a. Purpose. The DD Form 1970 is a record of motor equipment use. (See figs 2–2, 2–3, and 2–4.)

b. Use.

(1) The DD Form 1970 will be used to control the use of special purpose and material handling equipment, combat, tactical, and nontactical vehicles.

(2) DD Form 1970 will be used to record operating time on equipment that requires services based on hours only. This includes such equipment as generators, air compressors, centrifugal pumps, and so forth. Operating time is the time of operation, using the time of day or hours of usage. Equipment on which an operating time DD Form 1970 is kept only requires an entry on DA Form 2401 when the equipment is used for the purpose for which it was intended; that is, a generator used to provide electrical power or a compressor used to provide compressed air for a mission or a mission support.An entry on DA Form 2401 is not required when equipment is not leaving the motor pool area or area where equipment is maintained or stored.

(3) DD Form 1970 will be used for the following varying periods depending on its use:

(a) For regular dispatches, DD Form 1970 will be used until all the spaces in either the operator or action section have been filled. For equipment with a single operator, for example, the DD Form 1970 normally will be used for four separate dispatches before it is completed.

(b) For an extended dispatch, DD Form 1970 will be used until all the spaces in either the operator or destination sections have been filled. An extended dispatch will be used whenever the equipment being dispatched will not return to the motor pool within the dispatch day; for example, prior to 2400. Examples for use of extended dispatch include guard duty and maneuvers. When an extended dispatch may require more room than one DD Form 1970 allows,

the dispatcher provides blank copies of the DD Form 1970 to use as continuation sheets.

(c) Forms recording only operating time will be used until the destination or operator section is filled in.

(4) DD Form 1970 will be used for control purposes for administrative and engineering and housing motor pools that do not have ADP support. Each dispatch will require a separate DD Form 1970.

(5) Equipment going to support maintenance will be dispatched to and from support maintenance on DD Form 1970 and DA Form 2401. An exception to this is when the unit requesting support maintenance and the support maintenance activity are located so that the equipment will not leave the Motor Pool area or area where equipment is maintained or stored. In this case, only a DA Form 2407(Maintenance Request) needs to accompany the equipment. At support maintenance, the DA Form 2407 will be used as a dispatch record for maintenance repair operations and final road testing.

(6) The DD Form 1970 will be used to record exercises of low use equipment and equipment in administrative storage.

c. Disposition.

(1) The dispatcher—

(a) Puts the time of return on the DA Form 2401 entry.

(b) Transcribes needed information to a new DD Form 1970. For equipment under the AOAP, the dispatcher takes any oil added from the Remarks Block. This number will be added to the total in the Oil Block at the top of the completed DD Form 1970. The new total will be entered in the Oil Block of the new DD Form 1970. The dispatcher keeps a total of oil added to that item only until the next oil sample is taken. The date and hour of the next oil sample will be found on the DA Form 5823 and the DD Form 314. When an oil sample is taken, the figure in the Oil Block of the DD Form 1970 goes to zero.This information is needed for the DD Form 2026 (Oil Analysis Request) sent in with each oil sample.

(c) When required locally, add fuel added during the dispatches to the total in the Fuel Block. The new total will be placed in the Fuel Block on the new DD Form 1970. Local standing operating procedures (SOP) will decide how long and when fuel totals will be kept.

(d) Look for any unusual entries in the Remarks Block that need further action.

(e) After needed information has been moved to other forms, you may keep the last completed DD Form 1970 until a new form is completed. You may have no more than two DD Forms 1970 on the equipment: one completed copy on file and one open for dispatch.

(f) When equipment is involved in an accident or other situation under investigation, keep the DD Form 1970 on the equipment until released by the investigator at the completion of the investigation. Prepare a new DD Form 1970 the next time the vehicle is dispatched.

(2) A completed DD Form 1970 is as follows:

(a) A DD Form 1970 used to dispatch equipment is considered completed whenever the operator blocks, time in and out blocks, or destination blocks are filled. The commander may line out unused portion to close out a form whenever needed.

(b) A DD Form 1970 used to show running time on equipment is considered completed when the destination or operator blocks are filled.

2–6. DA Form 2401 (Organizational Control Record for Equipment)

a. Purpose. The DA Form 2401 is a record of operators and location of equipment on dispatch or in use. (See Fig 2–5.).

b. Use.

(1) Dispatchers note the dispatch or use of equipment.

(2) DA Form 2401 tells commanders who asks for and uses the equipment. It also lets the commander know where the equipment is and when it should return.

c. General information on the DA Form 2401.

(1) DA Form 2401 may be overprinted when the same equipment is dispatched every day.

(2) Use a separate DA Form 2401 to show the dispatch of“radio taxis”. When this DA Form 2401 is used for radio cab dispatch, columns a through m will be filled in as required locally.

(3) The same page may be used for more than one day. Draw a line through the middle of columns “a” through“e” below the last dispatch entry for a day. Write the next date in column ’f’ (Destination), then draw a line through the middle of column “g” through “l”. Do not make a line or date entry for days no equipment is dispatched.

(4) Make separate line entries for equipment that is towed to a location but will not return with the dispatched equipment.

(5) Do not dispatch equipment for motor stables or routine maintenance unless it leaves the equipment or motor pool area.

(6) Equipment sent to support maintenance on a DA Form 2407 will be dispatched on a DD Form 1970 and DA Form 2401 except as noted in paragraph 2–5b(5).

d. Disposition.

(1) Destroy DA Form 2401 one month after the last entry in column 1 has been closed out.

(2) If an accident or unusual situation occurs, keep the DA Form 2401 until it is released by the investigator.

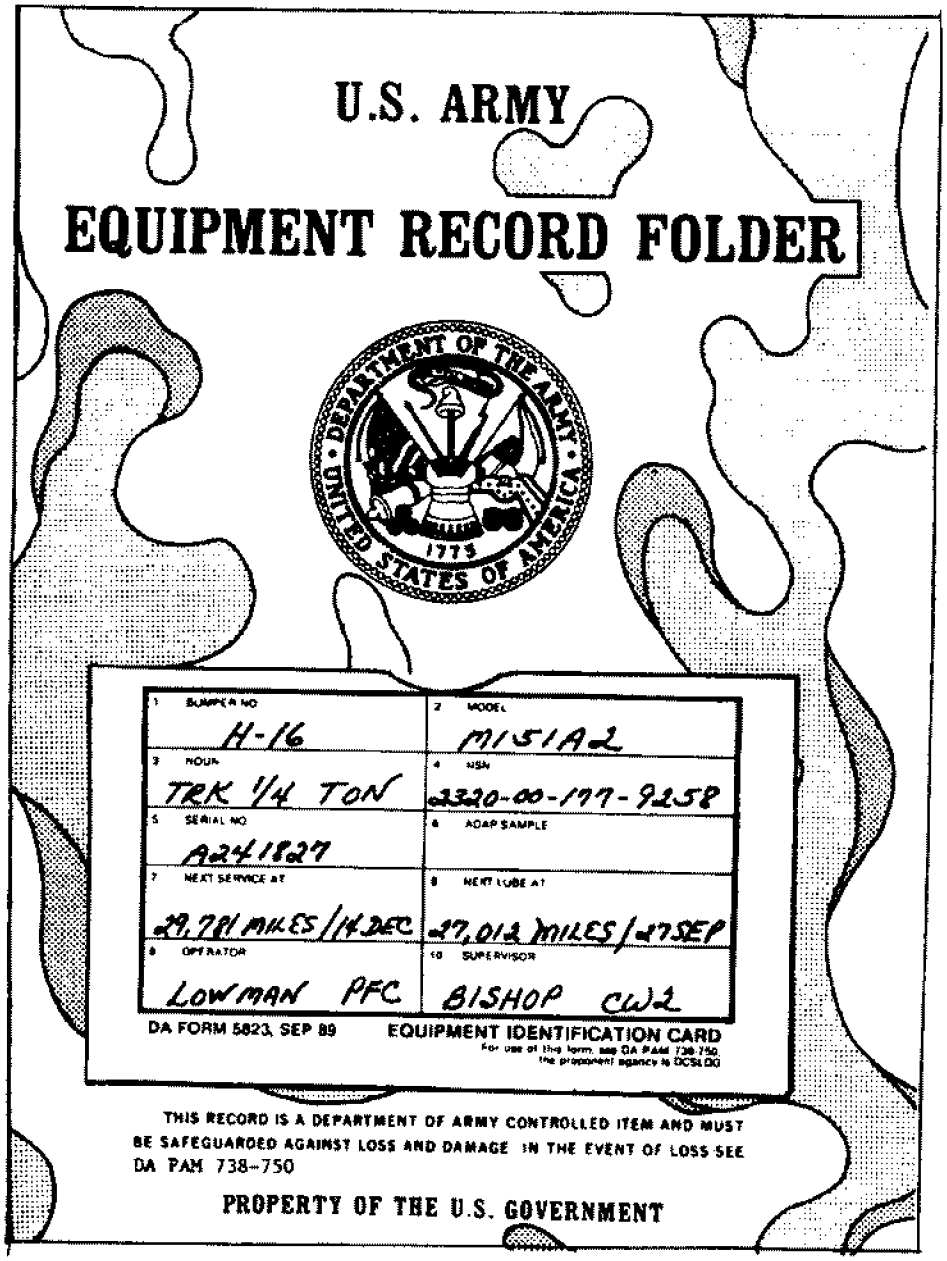


Figure 2-1. Sample of a completed Equipment Record Folder with Equipment Identification Card

Legend for Figure 2-1:
Completion instructions for DA Form 5823

The following information will go on each DA Form 5823:

Bumper No. Enter the equipment bumper number. If the equipment does not have an assigned bumper number, enter the equipment's administration number.

Model. Enter the model number.

Noun. Enter the noun or noun abbreviation.**National Stock Number (NSN).** List the end item NSN.

Serial No. List the serial number for the equipment. For equipment managed by registration number, put the item's registration number on the card.

AOAP Sample. Enter the date and hours the next AOAP sample is due. Get this information from the equipment's DD Form 314 or AOAP lab printout. When making this entry, only use pencil. The entry is only needed for equipment under AOAP.

Next Service At. Enter the date and/or miles, kilometers, or hours when the next scheduled service is due on the equipment. Get this information from the DD Form 314.Pencil entry.

Next Lube At. Put the date and/or miles, kilometers, or hours when the next scheduled lubrication service is due on the equipment. Pencil entry. Get this information from the DD Form 314.

Operator. The operator's last name and rank go here. Pencil entry. Leave blank if more than one operator is assigned to the equipment.

Supervisor. Put the last name and rank of the operator's leader or supervisor here.

Pencil entry.

Notes:

1. The operator's and supervisor's or leader's names are used for two purposes. If the folder is lost or misplaced, the finder will have names to track down. Most important, those names show who is responsible for the equipment, the forms in the folder, and the information on the equipment's condition.

2. The back of the card may be used for locally required information. For example, if your command asks for a monthly mileage report, put your start and end dates and miles on the card in pencil. You will get the miles travelled from the DD Form 1970.

MOTOR EQUIPMENT UTILIZATION RECORD

DATE (YYMMDD)	TYPE OF EQUIPMENT	REGISTRATION NO./SERIAL NO.	ADMINISTRATION NO.
920623	TRK CGO M35A2	NK02DB	B-15 w/TLR B-T-15

ORGANIZATION NAME	FUEL	OIL
Co B 164 ECB	18 GAL	3 QTS

	ACTION	TIME	MILES	HOURS	
1ST OPERATOR (Last Name, First, M.I.): Frank, Joesph B. SPC	IN	1705	7348	432	REPORT TO (Last Name, First, M.I.): Jones, James R. SFC
OPERATOR'S SIGNATURE: Joseph B. Frank	OUT	0745	7262	428	DISPATCHER'S SIGNATURE: Arthur J. Bieber
	TOTAL	9:20	86	4	
2D OPERATOR (Last Name, First, M.I.): Short, Chris P. PFC	IN	1420	7415	435	REPORT TO (Last Name, First, M.I.): Emerick, Glen C. SFC
OPERATOR'S SIGNATURE: Chris P. Short	OUT	0800	7348	432	DISPATCHER'S SIGNATURE: Arthur J. Bieber
	TOTAL	6:20	67	3	
3D OPERATOR (Last Name, First, M.I.) SGT: Hawkins, Raymond T.	IN	1640	7450	437	REPORT TO (Last Name, First, M.I.): Mead, Gerry I. SFC
OPERATOR'S SIGNATURE: Raymond T. Hawkins	OUT	1200	7415	435	DISPATCHER'S SIGNATURE: Arthur J. Bieber
	TOTAL	4:40	35	2	
4TH OPERATOR (Last Name, First, M.I.)	IN				REPORT TO (Last Name, First, M.I.)
OPERATOR'S SIGNATURE	OUT				DISPATCHER'S SIGNATURE
	TOTAL				

DESTINATION	TIME ARRIVE	TIME DEPART	RELEASED BY (Signature)	REMARKS
FROM 1. Motor Pool		0745		
TO 2. Trng Area #21	0830	1600	James R. Jones	Fuel: 14 gal
TO 3. Motor Pool	1645			
TO 4.			920624	
TO 5. Motor Pool		0800		
TO 6. Trng Area #35	0915	1215	Glen C. Emerick	
TO 7. Motor Pool	1400			Fuel: 13 gal Oil: 1 qt
TO 8.			920625	
TO 9. Motor Pool		1200		
TO 10. Quanah Range	1300	1500	Gerry I. Mead	
TO 11. Motor Pool	1620			Fuel: 6 gal
TO 12.				
TO 13.				
TO 14.				
TO 15.				
TO 16.				

DD FORM APR 81 1970 EDITION OF FEB 75 MAY BE USED.

Figure 2-2. Sample of a completed DD Form 1970 (Dispatch)

Legend for Figure 2-2:
Completion instructions for DD Form 1970 for Dispatch

Date. The dispatcher puts the date the form is started. The date will be reflected as two places for the year, two for the month, and two for the day (e.g., 930210).

Type of Equipment. The dispatcher enters the equipment's noun and model.

Registration No./Serial No. The dispatcher puts in the serial number of the equipment. For equipment you manage by registration number, enter the register number.

Administration No. The dispatcher enters the equipment bumper number. If the equipment does not have an assigned bumper number, enter the administration number.If the equipment will be dispatched with a trailer or other item, include that item's bumper or administration number.

Fuel. If required locally, the dispatcher will keep a running total of fuel added to the equipment.This entry shows how much fuel has been added to date when the form was started. Local SOP will state how long fuel totals will be carried.

Oil. For equipment under the AOAP, the dispatcher will keep a running total of oil added to the equipment. This entry shows how much oil has been added for the current period when the form was started. Oil added totals are only kept between oil samples. When a new sample is taken, the total goes back to zero and you start over. For equipment not under AOAP, use this block as required locally.

Note: More than one component on an end item can be under the AOAP; for example, the engine and transmission.When that occurs, divide the OIL block into sections, one for each component covered, and enter the oil added for each separately.Print the first letter of the component at the top left corner of the section to indicate which section applies to which component.

Organization Name. The dispatcher enters the organization to which the equipment is assigned.

Operator.

a. The dispatcher prints the name or names of the operator or operators of the equipment in blocks provided.Put the last name first, followed by the first name, middle initial, and then rank/grade.

b. You may have to change operators after equipment has been dispatched. This normally happens when an operator becomes sick, overly tired, and so forth. The operator's supervisor or leader, OIC or NCOIC, will close out the first operator's entry. He will log the IN time and miles/hours in the ACTION section for that operator. The new operator's name goes in the next OPERATOR block. The supervisor or leader will sign in the next open DISPATCHER'S SIGNATURE block. If the OPERATOR blocks are all filled, put the names, time, and miles/hours in the REMARKS block.

Operator's Signature. The operator or operators sign in this block.

Action. This section shows the time and miles or hours on the equipment when it is dispatched and returned.

Time. Show time on the 24–hour clock to the nearest 5 minutes.

In. Show the time the equipment came back from dispatch or other use.

Out. Enter the time the equipment was released by the dispatcher.

Total. Subtract the OUT time from the IN time to get the total time the operator had the equipment in use. Separate hours and minutes by putting a colon (:)between them. Five hours and 20 minutes will be printed 5:20.

Miles. Figure miles to the nearest mile or kilometer.

In. The operator enters the miles or kilometers from the odometer when the equipment comes off the dispatch. If the odometer is broken, estimate the miles or kilometers. Put EST in front of the number.

Out. The dispatcher will enter the miles or kilometers on the odometer when the equipment is dispatched. If the odometer is broken, put EST in front of the estimated miles or kilometers.

Total Subtract the OUT miles or kilometers from the IN miles. This total shows the number of miles or kilometers the equipment traveled during the dispatch. If the odometer is broken, put EST in front of the figure.

Hours. Figure hours to the nearest whole hour.

In. The operator enters the hours from the hourmeter when the equipment comes off dispatch or other use. If the hourmeter is broken or missing, estimate the hours of use. Put EST in front of the number.

Out. The dispatcher enters the hours on the hourmeter when the equipment is dispatched. If the hourmeter is broken, write EST in front of the number.

Total. Subtract the OUT hours from the IN hours. This total shows the number of hours used during the dispatch or operation. If the hourmeter is broken, put EST in front of the number.

Report To. The dispatcher prints the name of the person to whom the operator is to report. Give the last name, first name, middle initial, and rank/grade of the person.This person will be responsible for the equipment when in use.

Dispatcher's Signature. The dispatcher signs when the equipment is dispatched.

Destination.

a. You will enter the beginning point of the dispatch, the ending point, any off–post travel stops, or the major operating point.

b. For forms showing dispatches to support maintenance, note miles used by operational or road tests from a DA Form 2407. Print "Road Test" or "Operational Test" in the DESTINATION Block.

Time. Use the 24–hour clock rounded off to the nearest 5 minutes.

Arrive.

a. Log in the time when you arrive at the place.

b. For forms showing dispatches to support maintenance, account for miles/hours used for operation or road tests. Enter the miles/hours on the item upon delivery to support.

Depart.

a. Log in the time when you left this place.

b. For forms showing dispatches to support maintenance, account for miles/hours used for operation or road tests. Enter the miles/hours on the item upon receipt from support.

Released By.

a. The person in charge of the equipment on dispatch or senior person present signs on the line showing the place where the mission was completed, releasing the equipment to the motor pool or place of origin. The person signing in the RELEASED BY block may be different from the person shown in the REPORT TO block when the person designated in the REPORT TO block is not available. The person in charge and responsible for the safety and operation of the equipment and operator will sign in that case.

b. Normally the person signing here will be an officer or NCOIC.

c. Passengers of equipment used as taxis do not sign in this column. In that situation, the dispatcher signs this column when the equipment returns.

d. Signature in this block shows that when an official user has completed the mission with the vehicle and driver, the senior occupant assumes vehicle responsibility.

e. Note the change of days. Draw a line through the next open line under the last entry of a day. Put the new date (YYMMDD) in the RELEASED BY (SIGNATURE) block.

Remarks.

a. The operator or user reports any unusual or abnormal situations. This includes accidents, breakdowns, unplanned stops or changes in location, and so forth. Any unusual operations and faults on the equipment go on the DA Form 2404.

b. The operator will list any oil added to equipment or components under AOAP.

c. Fuel added will be logged if required locally.

d. Enter the word "Exercised"when low usage equipment is exercised.

MOTOR EQUIPMENT UTILIZATION RECORD

DATE (YYMMDD)	TYPE OF EQUIPMENT	REGISTRATION NO./SERIAL NO.	ADMINISTRATION NO.
920623	TRK WRK M984W/W	NP04AR	B-19

ORGANIZATION NAME	ACTION	TIME	MILES	HOURS	FUEL / Engine / Hydr
CoB 164 ECB					205gal / 2gal / 0
1ST OPERATOR (Last Name, First, M.I.)	IN	1700	14340	393	REPORT TO (Last Name, First, M.I.)
Condor, Louis A. PFC	OUT	0900	14270	389	Alcarz, Charles B SFC
OPERATOR'S SIGNATURE	TOTAL	8:00	70	4	DISPATCHER'S SIGNATURE
Louis A. Condor					Arthur J. Duber
2D OPERATOR (Last Name, First, M.I.)	IN	1000	14620	405	REPORT TO (Last Name, First, M.I.)
SIMONSON, Chad E. SPC	OUT	1000	14340	393	Alcarz, Charles B SFC
OPERATOR'S SIGNATURE	TOTAL	48:00	280	12	DISPATCHER'S SIGNATURE
Chad E. Simonson					Mark J. Flemmer
3D OPERATOR (Last Name, First, M.I.)	IN				REPORT TO (Last Name, First, M.I.)
	OUT				
OPERATOR'S SIGNATURE	TOTAL				DISPATCHER'S SIGNATURE
4TH OPERATOR (Last Name, First, M.I.)	IN				REPORT TO (Last Name, First, M.I.)
	OUT				
OPERATOR'S SIGNATURE	TOTAL				DISPATCHER'S SIGNATURE

DESTINATION	TIME ARRIVE	TIME DEPART	RELEASED BY (Signature)	REMARKS
FROM 1. Motor Pool		0910		
TO 2. Bldg 3600	0920	0930		
TO 3. Clarksville, TN	1300	1310	Charles B. Alcaraz	
TO 4. Motor Pool	1700			Fuel: 20gal
TO 5.			920624	920626 Extended Dispatch
TO 6. Motor Pool		1000		
TO 7. FTX	1200			Fuel: 18gal
TO 8.			920625	
TO 9. FTX				Did Not Operate
TO 10.			920626	
TO 11. FTX		0600	Charles B. Alcaraz	
TO 12. Motor Pool	0930			Engine / Hydr Fuel: 20gal, Oil: 2gal
TO 13.				
TO 14.				
TO 15.				
TO 16.				

DD FORM APR 81 1970 EDITION OF FEB 75 MAY BE USED.

Figure 2-3. Sample of a completed DD Form 1970 (Extended Dispatch)

Legend for Figure 2-3:

*Completion instructions for DD Form 1970(Extended Dispatch)***Date.** The dispatcher puts the date the form is started. The date will be reflected as two places for the year, two for the month, and two for the day (e.g.,921222).

Type of Equipment. The dispatcher enters the equipment's noun and model.

Registration No./Serial No. The dispatcher puts in the serial number of the equipment. For equipment you manage by registration number, enter the registration number.

Administration No. The dispatcher enters the equipment bumper number. If the equipment does not have an assigned bumper number, enter the equipment's administration number. If the equipment will be dispatched with a trailer or other item, include the item's bumper or administration number.

Fuel. If required locally, the dispatcher will keep a running total of fuel added to the equipment.This entry shows how much fuel has been added to date when the form was started. Local SOP will state how long fuel totals will be carried.

Oil. For equipment under the AOAP, the dispatcher will keep a running total of oil added to the equipment. This entry shows how much oil has been added for the current period when the form was started. Oil added totals are only kept between oil samples. When a new sample is taken, the total goes back to zero and you start over. For equipment not under AOAP, use this block as required locally.

Note: More than one component on an end item can be under AOAP; for example, the engine and transmission. When that occurs, divide the OIL block into sections, one for each component covered, and enter the oil added for each separately.Print the first letter of the component at the top left corner of the section to indicate which section applies to which component.

Organization Name. The dispatcher enters the organization to which the equipment is assigned.

Operator.

a. The dispatcher prints the name or names of the operator or operators of the equipment. Put the last name first followed by the first name, middle initial, and then rank/grade.

b. You may have to change operators after equipment has been dispatched. This normally happens when an operator becomes sick or overly tired. The operator's supervisor or leader, OIC or NCOIC, will close out the first operator's entry. He or she will log the IN time and miles/hours in the ACTION section for that operator. The new operator's name goes in the next OPERATOR block. The supervisor or leader will sign in the next open DISPATCHER'S SIGNATURE block. If the OPERATOR blocks are all filled, put the names, time, and mile/hours in the REMARKS block.

c. For convoy or other long operations where an operator and assistant operator switch at each rest stop, show a change in operators only when destinations or date entries are made.The assistant operator's name will be shown in REMARKS block.

Operator's Signature. The operator or operators sign in this block.

Action. This section shows the time and miles or hours on the equipment when it is dispatched and returned.

Time. Show time on the 24–hour clock to the nearest 5 minutes.

In. Show the time the equipment came back from dispatch or other use.

Out. Enter the time when the equipment was released by the dispatcher.

Total. Subtract the OUT time from the IN time to get the total time the operator had the equipment in use. Separate hours and minutes by putting a colon (:)between them. Five hours and 20 minutes will be printed 5:20.

Miles. Figure miles to the nearest mile or kilometer.

In. The operator enters the miles or kilometers from the odometer when the equipment comes off the dispatch. If the odometer is broken, estimate the miles or kilometers. Put EST in front of the number.

Out. The dispatcher will enter the miles or kilometers on the odometer when the equipment is dispatched. If the odometer is broken, put EST in front of the estimated miles or kilometers.

Total. Subtract the OUT miles or kilometers from the IN miles. This total shows the number of miles or kilometers the equipment traveled during the dispatch. If the odometer is broken, put EST in front of the figure.

Hours. Figure hours to the nearest whole hour.

In. The operator enters the hours from the hourmeter when the equipment comes off dispatch or other use. If the hourmeter is broken or missing, estimate the hours of use. Put EST in front of the number.

Out. The dispatcher enters the hours from the hourmeter when the equipment is dispatched. If the hourmeter is broken, write EST in front of the number.

Total. Subtract the OUT hours from the IN hours. This total shows the number of hours used during the dispatch or operation. If the hourmeter is broken, put EST in front of the number.

Report To. The dispatcher prints the name of the person to whom the operator is to report. Give the last name, first name, middle initial, and rank/grade of the person.This person will be responsible for the equipment when in use.

Dispatcher's Signature. The dispatcher signs when the equipment is dispatched.

Destination. You must enter the beginning point of the dispatch, the ending point, any off–post travel stops, or the major operating point.

Time. Use the 24–hour clock rounded off to the nearest 5 minutes.

Arrive. Log in the time when you arrive at the place.

Depart. Log in the time when you left this place.

Released by.

a. The person in charge of the equipment on dispatch or senior person present signs on the line showing the place where the mission was completed, releasing the equipment to the motor pool or place of origin. Enter first name, middle initial, last name. The person signing in the RELEASED BY block may be different from the person shown in the REPORT TO block when the person designated in the REPORT TO block is not available. The person in charge and responsible for the safety and operation of the equipment and operator will sign in that case.

b. Normally the person signing here will be an officer or NCOIC.

c. Signature in this block shows that when an official user has completed the mission with the vehicle and driver, the senior occupant assumes vehicle responsibility.

Remarks.

a. The operator or user reports any unusual or abnormal situations. This includes accidents, breakdowns, unplanned stops, or changes in location, etc. Any unusual operations and faults on the equipment go on the DA Form 2404.

b. The Operator will list any oil added to equipment or components under AOAP.

c. Fuel added will be logged if required locally.

d. Note the change of days. Draw a line through the next open line under the last entry of a day. Put the new date (YYMMDD) in the RELEASED BY (SIGNATURE) block. When the equipment is not operated for more than 1 day in a row, you may use one line to cover the combined time. Print "Did Not Operate" in the REMARKS block.

e. Additional "Report to"entries may be needed. Print the name of the next "Report to" in the REMARKS Block for that entry. Also, for extended dispatch, the dispatcher enters "EXTENDED DISPATCH"and the expected date of return on the first line of the REMARKS block.

f. Note if an extended dispatch will be so long that a form may be completed, another DD Form 1970 may be used as a continuation sheet. Enter the equipment's registration or serial number and admin number at the top of the form. Print"Continuation" in the upper left hand corner of the form. Then make normal entries as required.

Registration No./Serial No. The dispatcher puts in the serial number of the equipment. For equipment you manage by registration number, enter the registration number.

Administration No. The dispatcher enters the equipment's bumper number. If the equipment does not have an assigned bumper number, enter the equipment's administration number. If the equipment will be dispatched with a trailer, or other item, include that item's bumper or administration number.

Fuel. If required locally, the dispatcher will keep a running total of fuel added to the equipment.This entry shows how much fuel has been added to date when the form was started. Local SOP will state how long fuel totals will be carried.

Oil. For equipment under the ACAP, the dispatcher will keep a running total of oil added to the equipment. This entry shows how much oil has been added for the current period when the form was started. Oil added totals are only kept between oil samples. When a new sample is taken, the total goes back to zero and you start over. For equipment not under AOAP, use this block as required locally.

Organization Name. The dispatcher enters the organization to which the equipment is assigned.

Operator.

a. The dispatcher prints the name or names of the operator or operators of the equipment. Put the last name first, followed by the first name, middle initial, and then rank/grade.

b. You may have to change operators after equipment has been dispatched. This normally happens when an operator becomes sick overly tired, etc. The operator's supervisor/leader, OIC, or INCOIC, will close out the first operator's entry.He or she will log IN time and miles/ hours in the ACTION section for that operator. The new operator's name goes in the next OPERATOR block. The supervisor/ leader will sign in the next open DISPATCHER'S SIGNATURE block. If the OPERATOR blocks are all filled, put the names in the REMARKS block.

Operator's Signature. The operator or operators sign in this block.

Action. Leave blank.

Time. Leave blank.

In. Leave blank.

Out. Leave blank.

Total. Leave blank.

Miles. Leave blank.

In. Leave blank.

Out. Leave blank.

Total. Leave blank.

Hours. Leave blank.

In. Leave blank.

Out. Leave blank.

Total. Leave blank.

Report To. The dispatcher prints the name of the person to whom the operator is to report. Give the last name, first name, middle initial, and rank/grade of the person.This person will be responsible for the equipment when in use.

Dispatcher's Signature. The dispatcher signs when the equipment is dispatched.

Destination. Enter the date(YYMMDD).

Time. These blocks will be used to show starting and stopping times for each operation.

Arrive. For equipment without an hourmeter, enter the 24–hour clock time (e.g., 1300) when you started the equipment's operation. For equipment with an hourmeter, enter the hours on the equipment when you started this operation.

Depart. For equipment without an hourmeter, enter the 24–hour clock time (e.g., 1300) when you stopped the equipment's operation. For equipment with an hourmeter, enter the hours on the equipment when you stopped this operation.

Released By.

a. The person in charge of the equipment signs in this column.

b. The person signing here will be an off icer or NCOIC.

c. Signature in this block shows that when an official user has completed the mission with the vehicle and driver, the senior occupant assumes vehicle responsibility.

Remarks.

a. When starting a new form for equipment without an hourmeter, enter the accumulative hours on the equipment in LINE 1, REMARKS block.

b. Equipment without an hourmeter, subtract the start time in the ARRIVE block from the stop time in the DEPART block. Enter the number of hours in the REMARKS block.

c. The operator or user reports any unusual or abnormal situations. This includes accidents, breakdowns, unplanned stops, or changes in location, and so forth. Any unusual operations and faults on the equipment go on the DA Form 2404.

d. The operator will list any oil added to equipment or components under AOAP.

e. Fuel added will be logged if required locally.

f. When the form has been completed, add the REMARKS block hours and the accumulative hours, and post on a new DD Form 1970 in the REMARKS block.

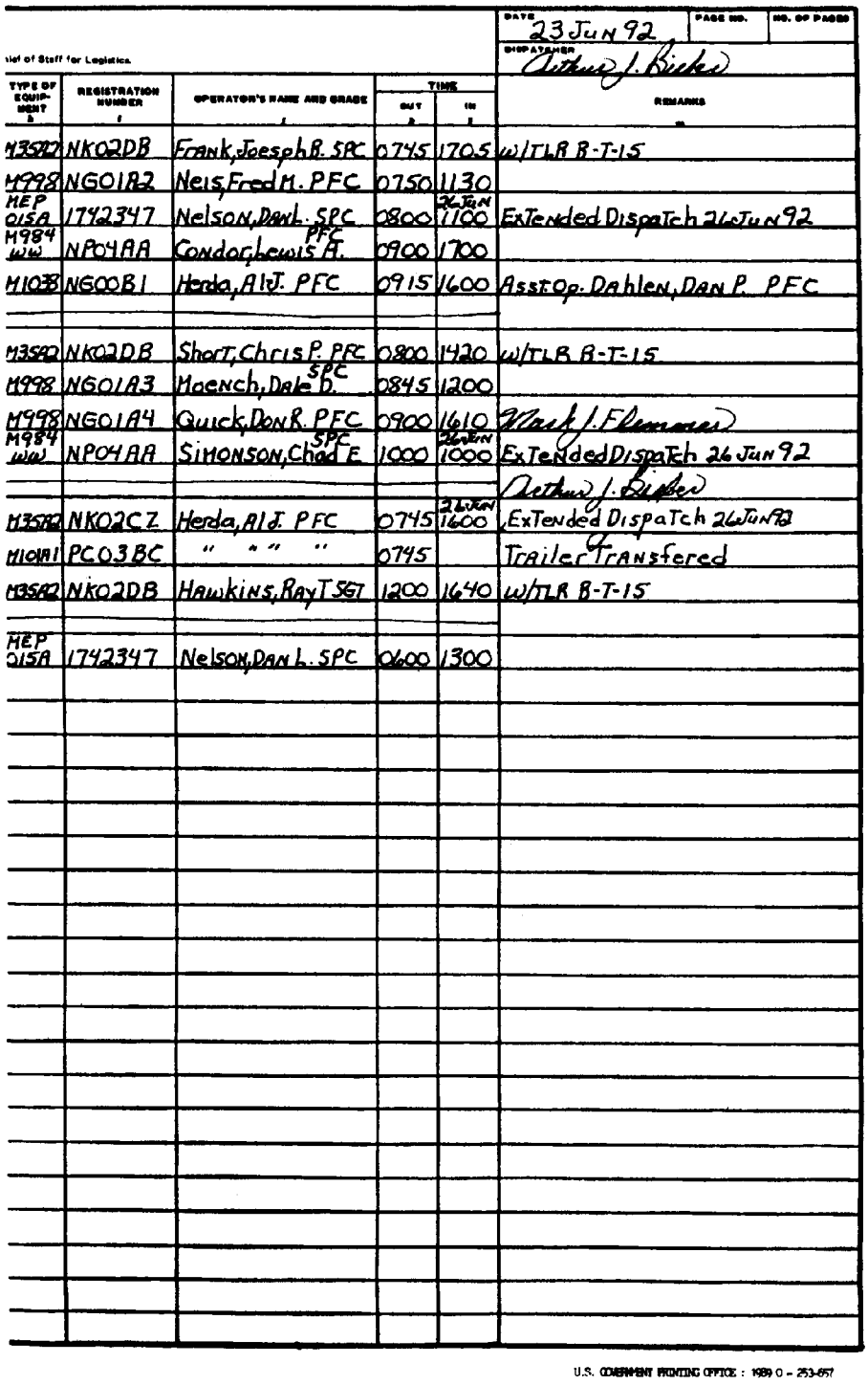
ORGANIZATIONAL CONTROL RECORD FOR EQUIPMENT

Columns a through f will be used for equipment requests. For use of this form, see DA PAM 738-750; the proponent agency is the Office of the Deputy C

OFFICIAL USER a	REPORTING POINT b	PHONE EXT. NUMBER c	TIME TO REPORT d	EXPECT TIME OF RETURN e	DESTINATION f	UNIT IDENTIFICATION NUMBER g
Jones, James R. SFC	Bldg 6309	1367	0800	COB	Trng Area #21	B-15
Klein, Allen B. SSG	Bldg 1850	1529	0800	1200	Camp Grafton So.	B-9
Rankin, Gary (W). SGT	Trng Area #21	1635	0900	24 JUN 1300		B-7
Alcarz, Charles B. SFC	Bldg 2300	1725	0930	1700	Clarksville, TN	B-19
Edkins, Bob K. SFC	Company Hq	1215	0930	1600	Devils Lake	B-1
					24 JUN 92	
Emerick, Glen C. SFC	Bldg 2605	1098	0815	COB	Trng Area #35	B-15
Zimmer, Tim T. CW4	Supply Room	1415	0900	1200	Post Laundry	B-7
Felch, Herb K. SFC	Bldg 1310	1416	0930	1600	CSMS	B-2
Alcarz, Charles B. SFC	Bldg 2300	1725	1015	26 JUN 0930	FTX	B-19
					25 JUN 92	
Ziegler, John R. CW4	Bldg 1200	1245	0800	26 JUN COB	Oakes Armory	B-12
" " "	" "	"	"		" "	B-T-13
Mead, Gerry I SFC	Company Hq	1345	1230	1700	Quannah Range	B-15
					27 JUN 92	
Zimmer, Tim T. CW4	Trng Area #21	1415	0700	1300		B-7

DA FORM 2401

Figure 2-5. Sample of a completed DA Form 2401



ief of Staff for Logistics

DATE: 23 JUN 92 | PAGE NO. | NO. OF PAGES

DISPATCHER: Arthur J. Bicker

TYPE OF EQUIPMENT (a)	REGISTRATION NUMBER (b)	OPERATOR'S NAME AND GRADE (c)	TIME OUT (d)	TIME IN (e)	REMARKS (f)
M35A2	NK02DB	Frank, Joseph R. SPC	0745	1705	w/TLR B-T-15
M998	NG01B2	Neis, Fred M. PFC	0750	1130	
MEP 015A	1742347	Nelson, Dan L. SPC	0800	26 JUN 1100	Extended Dispatch 26 JUN 92
M984 W/W	NP04AA	Condor, Lewis A. PFC	0900	1700	
M108	NG00B1	Herda, Alf. PFC	0915	1600	Asst Op. Dahlen, Dan P. PFC
M35A2	NK02DB	Short, Chris P. PFC	0800	1420	w/TLR B-T-15
M998	NG01A3	Maench, Dale D. SPC	0845	1200	
M998	NG01A4	Quick, Don R. PFC	0900	1610	Mark J. Flemmer
M984 W/W	NP04AA	Simonson, Chad E. SPC	1000	26 JUN 1000	Extended Dispatch 26 JUN 92
					Arthur J. Bicker
M35A2	NK02CZ	Herda, Alf. PFC	0745	26 JUN 1600	Extended Dispatch 26 JUN 92
M101A1	PC03BC	" " " "	0745		Trailer Transfered
M35A2	NK02DB	Hawkins, Ray T SGT	1200	1640	w/TLR B-T-15
MEP 015A	1742347	Nelson, Dan L. SPC	0600	1300	

U.S. GOVERNMENT PRINTING OFFICE : 1989 O - 253-657

Figure 2-5. Sample of a completed DA Form 2401–Continued

Legend for Figure 2-5:

Completion instructions by block title or column

Date. Enter the calendar date the form was started.

Page No. Fill in as required locally.

No. of Pages. Fill in as required locally.

Dispatcher. The dispatcher signs name.

(a) Official User. Print the name of the person or activity asking for the equipment. Enter last name, first name, MI, and rank/grade.

(b) Reporting Point.

a. For a vehicle, write the place or unit where the operator is to report with the equipment.

b. For other than vehicles, write the location or place where the equipment is to be operated.

(c) Phone Ext Number. The telephone number of the person asking for the equipment.

(d) Time to Report. The time the operator is to report to the location in Column b.

(e) Expect Time of Return. Enter Close of Business (COB) or the actual time the user expects to return with the equipment. For extended dispatches, enter the date and time (if known) that the user expects to return the equipment.

(f) Destination.

a. For vehicles, put the place, farthest away, that the vehicle is expected to travel.

b. For other equipment, put the location where the equipment will be operating that is farthest from its normal site. If column f is the same as column b, leave this column blank.

(g) Unit Identification Number. The equipment bumper or admin number.

(h) Type of Equipment. Enter the equipment's model identification number (for example, enter M35A2).

(i) Registration Number. Enter the equipment serial number. For equipment you manage by registration number, put the registration number in this column.

(j) Operator's Name and Grade. Enter the last name, first name, MI, and rank/grade of the equipment operator.

(k) Time Out. Log in the time the equipment was dispatched.

(l) Time In.

a. Log in the time the equipment returned.Get this time from the "IN" Block on the DD Form 1970.

b. For equipment coming off an extended dispatch, put the day, month, and time of return in this column.

(m)Remarks.

a. When an assistant or second operator is needed, enter that person's last name, first name, MI, and rank/grade.

b. When a change of dispatcher takes place during the day, the new dispatcher signs in column m for that item dispatched. When a change of dispatcher takes place at the beginning of the day, the new dispatcher signs in column m on the date line.

c. Note any towed equipment, that will come back with the prime mover, in this column. Write the noun for the towed equipment here. (Make separate entries for towed equipment that will not come back with the prime mover.) Treat towed equipment that will not come back with the prime mover as if it were not towed. Complete all columns except the expected time of return.

d. For equipment on extended dispatch, enter the words "EXTENDED DISPATCH" and the expected date of return.

e. Identify equipment involved in accidents or unusual circumstances.

f. When more room is needed, use NEXT open line. Line out all unneeded columns, (a–1).

Chapter 3
Maintenance Forms

3–1. General

a. The forms in this chapter help in scheduling, doing, recording, and managing maintenance on equipment.

b. The forms show the results of inspections, tests, and maintenance performed. They also show the results in diagnostic checks and form the bond between maintenance and supply actions.

c. This chapter provides procedures and examples of maintenance forms used by manual units as well as those units supported by the Standard Army Maintenance Systems (SAMS). Unique SAMS forms are addressed in chapter 13.

d. In addition to the forms within this chapter, maintenance forms for non–standard air traffic control (ATC) and navigational aid (NAVAID) equipment, when specified in the equipment's technical publications, will also be maintained.Maintain each designated form using guidance found within appropriate technical publication. Examples of non–standard equipment are, but not limited to—

(1) Instrument Landing System (ILS) and all associated marker beacons.

(2) Distance Measuring Equipment (DME) System.

(3) Airport Surveillance Radar (ASR) System.

(4) Automated Radar Terminal System (ARTS).

(5) Air Traffic Control Beacon Interrogator (ATCBI) System.

(6) Flight Data Input/Output (FDIO) System.

(7) Digital Brite Radar Indicator Tower Equipment(D–BRITE) System.

(8) Radar Video Mapper.

(9) Programmable Indicator Data Processor (PIDP).

e. The flow of maintenance forms is shown on DA Poster 750–77 (TAMMS/Supply Crossroads). DA Poster 750–77 is automatically distributed to units who mark the DA poster block on DA Form 12–4–E (Subscription Numbers, Part 1 for Miscellaneous Administrative Publications and Posters).

3–2. DA Form 2402 (Exchange Tag)

a. Purpose. DA Form 2402 serves as an identification tag. (See fig 3–1.)

b. Use.

(1) To identify items held for warranty claims.

(2) To identify other items as needed.

(3) As a receipt for test, measurement, and diagnostic equipment (TMDE) items needing calibration.

c. General instructions.

(1) The DA Form 2402 has four copies and is handled as follows:

(a) Copy one is normally used as a receipt for the unit.

(b) Copy two is a receipt for the battalion level except for warranty claim items. When DA Form 2402 is used to identify or show action completed on a warranty item or claim exhibit, send copy two to the Supporting Warranty Control Office (WARCO). The WARCO will use DA Form 2402 to close out or complete any needed warranty actions or claims.

(c) Copy three serves as a receipt for support units.

(d) Copy four stays with the item until it is repaired and issued. After repair is done, the tag identifies the item as fixed.This form will go with each item sent to supporting maintenance shops (direct support (DS), general support (GS), depot, or contractor for warranty repairs).

(e) Depending on the item, repair needed, and level of work, not all copies may be needed.

(2) Use a separate DA Form 2402 for each item.

d. Disposition.

(1) Destroy the DA Form 2402 when the part or component it applies to is installed or disposed of.

(2) After the action is completed, destroy copies used as a receipt.

(3) When the DA Form 2402 identifies a warranty claim or SF Form 368 (Product Quality Deficiency Report) exhibit, the DA Form 2402 stays on the exhibit until the item is no longer needed.

3–3. DD Form 314 (Preventive Maintenance Schedule and Record)

a. The DD Form 314 is a record of scheduled and performed unit maintenance including lubrication services. It also keeps up with not mission capable (NMCM/NMCS) time, except for missile system/missile subsystem and FAA flight check data of ATC navigational aids. See figures 3–2 through 3–6.

b. DD Form 314 is used to—

(1) Schedule periodic services on equipment, to include components in a system or subsystem, when the technical manual requires a PMCS service to be performed by unit maintenance personnel. This form is also used to schedule the following services performed under the supervision of unit maintenance personnel:

(a) Schedule all non–operator services one service in advance.

(b) The next scheduled due date may fall in the following year.In that case, put the date, miles, and hours due in the Remarks block until a new DD Form 314 is started.

(c) You may mark out weekends and holidays. When these are marked out, schedule services on the next working day.

(d) Use the following symbols to show the type of service scheduled:

1. "T" any test.

2. "I" any inspection.

3. "L" lubrication.

4. "R" recoil exercise.

5. "W" weekly service.

6. "M" monthly (1 month) service.

7. "Q" quarterly (3 months) service.
8. "S" semiannual (6 months) service.
9. "A" annual (1 year) (12 months) service.
10. "E" 18 months service.
11. "B" biennial (2 years) service.
12. "F" quadrennial (4 years) service.
13. "H" tire rotation/inspection.
14. "Z" oil sampling.

(e) The symbol "L" will be used for all periodic lubes required by a lubrication order (LO). The interval block on an LO only tells when to schedule the lubes. It does not tell what services to schedule or symbol to use.

(f) You will get the miles, kilometers, or hours between services from the TM and/or LO.

(g) Other symbols or subsymbols may be used as long as they do not conflict with the symbols required by this pamphlet. Explain those symbols or subsymbols in the Remarks block of the DD Form 314 or in your SOP. For example, you might use S1, SB2, or Lm, L5, L6, L12, or others to show difficult services or manage the services pulled. You may also use subsymbols to explain a service and lube pulled at the same time.

(h) Schedule services in pencil. To schedule a service, put its symbol in pencil in the date due block with its miles, kilometers, or hours beside it as shown below. (Not all services will have miles or hour intervals.)

1. You may not always be able to pull a service when it is scheduled. So you are given a 10 percent variance before or after the schedule of days, miles, or hours. If you stay within the variance, the service is treated as if you did it on the day/miles/hours you scheduled it.

2. Some services may be too critical to have a variance. The equipment maintenance manual will tell you if no variance is allowed.

3. When you do the service within the variance, ink in the symbol with the equipment's miles, kilometers, or hours on the date it was scheduled. When a service outside the variance is completed, erase the scheduled symbol and data, and ink in the symbol with data on the actual day the service was completed. Schedule the next service from the new date.

(i) Lubrications vary the most when the LO requires a lube—

1. By hours, miles, or kilometers only. Put the miles, kilometers, or hours when the next lube is due in the Remarks block.Ink in the symbol "L" and the hours, miles, or kilometers on the equipment in the block for the day you did the lube.

2. On a date interval. Put the symbol "L" on the date block the lube is due. Enter the miles, kilometers, or hours (when they apply) next to the symbol. When the lube is done, ink in the "L" and the miles or hours.

(2) Show completed periodic services and lubes, by inking in the symbol or symbols and miles or hours. DD Forms 314 are tied to unit level services and their intervals. The number of DD Forms 314 you need varies, based on the equipment and how and where your maintenance is pulled. Normally, one DD Form 314 covers one piece of equipment. Several like items may be covered by one DD Form 314 if the services are scheduled and pulled on the same date. Examples of"like items" are small arms and M11 decons. When scheduling services on more than one item, put each item's serial number in the Remarks block. Like equipment or subsystems, reportable under AR 700–138, cannot be combined on one DD Form 314.

(3) Show NMC days on equipment reported under AR 700–138.

(a) NMC time is kept on equipment that is reported under AR 700–138, tables B–1 and B–2, as a single item or as a subsystem.

(b) Equipment reportable under AR 700–138, tables B–1 and B–2, need a record of not mission capable(NMCM/NMCS) time. Keep NMC days on that equipment on the reverse of the DD Form 314 or on a separate DD Form 314 as follows:

1. NMC time is kept only when the equipment has a deficiency defined as not mission capable in the PMCS "not mission capable if" column.

2. Deficiencies that are not covered by the PMCS "not mission capable if" column or equivalent will carry a status symbol X or CIRCLED X, but NMC time will not be counted for those deficiencies. Those deficiencies will be carried on the DA Form 2404.

(c) Show unit NMCM days with the symbol "O". Put an "S" inside the "O" for unit NMCS.Post unit NMCM/NMCS days as they occur. Use the letter "X" for each day the equipment is NMCM at support. Put the letter "S" over an "X" on the days it was NMCS at support. If support does not give you a day–by–day breakout, put the total number of support NMCM/NMCS days in the Remarks block. Use the front side of the DD Form 314 to schedule services. Use the reverse side or another DD Form 314 to show NMCM/NMCS time.

(d) Support maintenance will tell you which or how many days were NMCM/NMCS on the DA Form 2407 or a printout. Post this time to the DD Form 314. NMC time on equipment still in support maintenance at the end of a report period will be provided to the owning unit by telephone or other local means.

(e) For NMC time, equipment that is NMC at the end of the day is counted NMC for the whole day. Equipment that is FMC at the end of the day is counted as FMC for the whole day. A day is the normal work day for your command. See AR 700–138, chapter 4, for missiles.

(f) When equipment is loaned to another unit or activity, a copy of the DD Form 314 will go with the equipment. The borrowing unit will tell the owning unit about any NMCM/NMCS time on the equipment. This information will be given to the owning unit at the end of the reporting period and when the equipment is returned.

(g) Show system NMC time. Post NMC time on a separate DD Form 314 for each subsystem specifically identified in AR 700–138, tables B–1 and B–2. You will keep another separate DD Form 314 on the overall system, which is the system card. The system DD Form 314 shows the NMCM/NMCS time on the combined system.

(4) Schedule oil samples. Scheduling oil samples on the DD Form 314 is optional when the lab gives you a printout that lists when the next sample is due. Schedule oil samples in pencil on the DD Form 314. When the sample is taken, erase the symbol and hours from the DD Form 314 and schedule the next sample in pencil.

(5) Manage maintenance, services, or inspections locally as directed by the unit commander. This can include services performed by other echelons or units when the commander so directs. If a commander wants operator or crew services scheduled, put them in the Remarks block.

(6) Warranty information.

(7) Floating equipment.

(8) Document ATC required data as follows:

(a) Show PMCS technical reference. Within remarks section, exact PMCS technical reference will be shown, down to specific paragraph.

(b) Show PMCS time. Within remarks section, normal time required for each PMCS interval will be shown.

(c) Show flight check data. Within remarks section, show date of last flight check of navigational aid.

c. DD Form 314 is NOT USED for—

(1) Periodic services designated for the operator or crew.

(2) Showing oil samples taken.

(3) Training aids and devices (equipment used ONLY for training). Small arms/weapons must be classified as unusable per AR 190–11 before they can be considered training aids.

(4) Equipment provided with an ADP printout or automated forms that list DD Form 314 data.

(5) Record unit services on test, measurement, and diagnostic equipment (TMDE) when the services are performed by operators without supervision by unit maintenance personnel.

(6) Record NMC time for missile system/missile subsystem per AR 700–138, Chapter 4.

d. Use a signal system to show when a service is scheduled in the current month. A month can be from the first day to the last day of the month (e.g., 1 May through 31 May), or from a day in 1 month to the same day in the next month (e.g., 13 September to 13

October). At the start of each month, put your signals on the date blocks for the service. When the service is pulled, take the signal off the card or move it from the date block to one corner. Use the following signals:

(1) Green signal. A green signal indicates a lube (L) is needed.

(2) Yellow signal. A yellow signal indicates a T, I, R, W, M, Q, S, A, B, H, E, F, Z, or other service is due.

(3) Red signal. Put a red signal over the right corner of the card when equipment is NMC. For equipment reported as a system in AR 700–138, table B–2, use the red signal only on the system card. Take the signal off the card when the equipment is fixed.

e. Low usage is as follows:

(1) *Definition.* Services for equipment that accumulates or is anticipated to accumulate less than a specific mileage/kilometers or hours in the previous or current year may have unit (–20) and direct support services (–34) extended. (See (3) below.)

(2) *Use.*

(a) To place equipment into the low usage servicing system, all service and lubrication tasks in the equipment's –20 and–34 TMs/ LOs (W,M,Q,S,A,E,B) must be performed. After equipment is placed in the program, all services and lubrications will be combined with the annual service. The date, miles/kilometers, and hours when the equipment was placed into the low usage servicing system will be entered in the Remarks block of DD Form 314.

(b) Equipment that exceeds the specified criteria at any time during the year will immediately return to scheduled servicing at normal TM/LO intervals, to be scheduled from information that was entered in the Remarks block of DD Form 314.

(c) Servicing, evaluation, and exercising of recoil mechanisms and tubes will be done per applicable TBs and TMs.

(d) Communications and other subsystems mounted on "low usage" equipment will be serviced when the primary system is serviced.

(e) Low usage servicing will not be used for equipment under warranty and armament, equilibrating, fire control, equipment used within ATC, and sighting components of combat vehicles and missile systems.

(f) Operator/crew level (–10) maintenance intervals in TMs/ LOs will not be changed to low usage.

(g) AOAP will not be extended; see chapter 4.

(3) *Criteria.*

(a) Tactical vehicles, trailers assigned to prime movers, and trailers without prime movers accumulated or anticipated to accumulate less than 3000 miles/4800 kilometers in the current year.

(b) Combat vehicles (except armament, equilibrating systems, fire control, and sighting components), missile systems (except fire control and sighting components), material handling equipment, and construction equipment anticipated to accumulate less than 750 miles/1200 kilometers or 75 hours in the current year.

(c) Generators, pumps, air compressors, support equipment(ROWPU, bath units, etc.), watercraft, rail equipment, power driven NBC equipment, engine driven heaters, and air conditioners anticipated to accumulate less than 75 hours in the current year.

(d) Communication equipment in communication shelters anticipated to accumulate less than 75 hours of operation in the current year.

(e) Non–power driven NBC equipment anticipated to accumulate less than 75 hours of operation in the current year.

(f) Tentage/canvas items, immersion heaters, field ranges and space heaters/stoves, that are not used, will be erected or put up annually.

(g) Small arms and crew served weapons (machine guns, mortars, etc.) that are maintained in a humidity controlled room and not removed (for any reason) at any time during the year will be serviced annually.

(4) *Inspection /exercise.* All equipment, except that stated in (3)(f) above, will be inspected/exercised by operators semiannually. Inspection/exercise will include the following:

(a) Perform all Before (B) through Monthly (M) PMCS checks per the equipment operator's TM.

(b) Tactical (including trailers) and combat vehicles will be driven at least 5 miles to insure their performance is within parameters listed in the operator's TM. Vehicles equipped with radios will have Before (B) through Monthly (M) PMCS performed per the communication equipment operator's TM.

(c) Construction, engineer, and material handling equipment, wreckers, and combat vehicles will be operated sufficiently to ensure hydraulic systems reach operating temperature and equipment is mission capable.

(d) Generators, air compressors, support equipment, pumps, and power driven NBC equipment will be operated for 30 minutes under load or 1 hour no load.

(e) Small arms and crew served weapons will be inspected, without leaving humidity controlled room, for rust and corrosion.High humidity area inspections may be required more often.

(f) Visual inspections, to ensure lubricant is present on all lubrication points, will be performed by the operator/ crew.

(g) Visual inspections will be used to identify, report, or remove any new corrosion that may have formed.

(5) Low usage criteria provides guidance, and does not relieve commanders of their responsibility for adequate maintenance of their equipment.

f. Disposition of the DD Form 314 is as follows:

(1) The DD Form 314 is used for 1 year for equipment reported under AR 700–138. It can be used for 2 years on non–reportable equipment.

(2) Destroy a completed form after transferring needed information to a new form. Transfer the information from these blocks:

(a) Registration number.

(b) Administrative number.

(c) Nomenclature.

(d) Model.

(e) Assigned to.

(f) Remarks: NMCM/NMCS data for the current report; hour meter or odometer change information; symbols; and any other needed maintenance data.

(g) Schedule, in pencil, any services needed.

(3) The current DD Form 314 will go with the equipment when it is transferred. But, the losing unit will keep a record of NMCM/ NMCS time for the current report period up to the day the equipment was dropped from the property book. The gaining unit reports the equipment's NMC time after the item is added to their property book.

(4) Destroy the DD Form 314 when the equipment is sent to salvage. However, the losing unit will keep a record of NMCM/ NMCS time for the current report period.

(5) System DD Form 314 transfers any NMCM/NMCS data for the current reporting period to a new form. Then, destroy the old DD Form 314.

3–4. DA Form 2404 (Equipment Inspection and Maintenance Worksheet)

a. Purpose. DA Form 2404 has three major purposes. (See figs 3–7 through 3–13.) Operators and crews, first–line leaders, maintenance supervisors, and commanders are equally responsible for keeping information current and correct on the DA Form 2404. This form is the central record for managing and controlling maintenance as follows:

(1) It is a record of faults found during an inspection. These faults include PMCS, maintenance activityl inspections, diagnostic checks, and spot checks, except as noted in paragraph b(10) below:

(2) It shows faults and repairs required for estimated cost of damaged reports.

(3) It shows Battlefield Damage and Assessment and Repair(BDAR) performed.

b. Use. The DA Form 2404 will be used by personnel performing inspections, maintenance services, diagnostic checks, technical evaluations, marine condition surveys on watercraft, and PMCSs, except as noted in (10) below:

(1) To inspect all components or subsystems that make up one

equipment system. You may use one DA Form 2404 or separate forms for each subsystem.

(2) To inspect several like items of equipment; e.g., one DA Form 2404 to inspect 25 M16A1 rifles.

(3) As a temporary record of required and completed maintenance.

(4) To list faults that operators or crews cannot fix and list parts replaced.

(5) By unit maintenance during periodic services to list all faults found and action taken to fix faults. When used to inspect several like items, the DA Form 2404 will list all deficiencies, shortcomings, and corrective action taken.

(6) On initial inspection by support maintenance to list all faults found. Attach the initial inspection to the DA Form 2407 that will be given to the person making the repairs. The DA Form 2404 will be used as the worksheet for correcting faults found and reporting any uncorrected unit level faults. Results of the maintenance action will be entered on the DA Form 2407.

(7) On final inspection by support maintenance to list faults found. Attach the final inspection to DA Form 2407 that will be given to the person that performed the repairs. The repairer will correct all faults found during the final inspection.

(8) To collect all maintenance and services performed on equipment that is involved in a DA approved SDC plan. In addition to the requirements in this pamphlet, the applicable FPG may identify additional data required as mandatory entries on the DA Form 2404.

(9) To report battlefield damage repair and/or replacement actions by all personnel. AR 750–1 and the individual equipment battle damage technical manuals govern when and how battlefield damage repairs should be accomplished.

(10) Within ATC maintenance, FAA Form 6030–1 will be used for recording PMCS results in lieu of DA Form 2404.

c. General instructions.

(1) The way you fill out some blocks and columns on the DA Form 2404 varies with the form use. Make sure you read the instructions that apply to your use of the form.

(2) When you need more than one DA Form 2404 for an inspection or service, print the page number in the right side of the form's title block. (Put 1 of 2 on the first page and 2 of 2 on the second, etc.)

(3) Parts on order or actions pending under anticipated not mission capable (ANMC) conditions may go on the DA Form 2408–14 with a diagonal status symbol.

(4) Administrative motor pools, using ADP cards or other automated forms, do not need the DA Form 2404.

d. Disposition.

(1) The DA Form 2404 will be kept in the equipment record folder or in a protected cover until it is completed if no faults have been found. If faults are found during an operator's or crew's PMCS, it will be given to the maintenance supervisor for action.

(a) Maintenance section leaders will review the DA Form 2404 prior to destruction to ensure all corrective actions have been completed.

(b) Transfer faults that must be fixed at support maintenance to the DA Form 2407 and attach DA Form 2404.

(c) Faults that cannot be fixed until a part comes in or that must be deferred go on the DA Form 2408–14.

(d) Status symbol X faults cannot go on the DA Form 2408–14. When there is a NMC deficiency on the DA Form 2404, keep until the deficiency has been repaired. This includes the DA Form 2404 on equipment sent to support maintenance. The form or a locally used signal will be kept in the equipment record folder to keep the equipment from being dispatched.

(2) The DA Form 2404 used for scheduled services will be kept on file for quality control until the next service is performed. All uncorrected faults will be moved to DA Form 2408–14 or DA Form 2407 and the service will be recorded on the DD Form 314. Forms carrying a status symbol X will be kept until the fault is corrected.

(3) Keep the DA Form 2404 that shows a periodic service on equipment that does not have historical records or a DD Form 314.Destroy the form only when the next periodic service is done. Any open faults at that time will go on the new DA Form 2404 unless a separate DA Form 2408–14 is used. This situation normally applies to the form used for services on more than one item or when an operator level service is required and must be documented. If the form lists no faults from previous service, use the same form to show the results of the current service.

(4) DA Form 2404 used for technical inspections will stay with the item until all maintenance is performed or item is disposed of.A copy of the technical inspection will go with an item evacuated to support maintenance units or depots for repair or overhaul.

(5) When the form has been used to report BDAR action, mail the DA Form 2404 to Survivability/Vulnerability Information Analysis Center (SURVIAC), ATTN: AFFDL/FES/CDIC, Wright–Patterson AFB, OH 45433.

(6) DA Form 2404 used for estimated cost of damage (ECOD) is handled as follows:

(a) Two copies will be attached to copy 4 of the DA Form 2407 that requested the ECOD and returned to the requesting unit. One copy will be returned with the DA Form 2407 that requests repair of the damage.

(b) The third copy will be filed with copy 5 of DA Form 2407 at the maintenance support activity.

3–5. DA Form 2405 (Maintenance Request Register)

a. Purpose. The DA Form 2405 is used to record all work requests (DA Form 2407) received and handled by maintenance activities. (See fig 3–14.)

b. Use.

(1) SAMS–1 automates the DA Form 2405 at the DS/GS support maintenance activity. It is used as a consolidated record of all DA Forms 2407 received. The automated form, PCN AHN–007, provides a consolidated list of all open work orders, man–hours, and work order status.

(2) Units supported by a SAMS DS/GS maintenance activity use the manually prepared DA Form 2405 when assigning organization work order number (ORGWON) to the DA Form 2407 for tracking organization work orders reflecting NMC conditions for INOP equipment. Routine maintenance requests (DA Form 2407) sent to support may also be recorded on the DA Form 2405.

(3) The DA From 2405—

(a) Is a maintenance management record at both unit and support levels.

(b) Is a ready source for information on maintenance requests.It also gives information for management reports (like backlog status reports, etc.).

(c) May be used (but not required) at unit level as a record of maintenance requests sent to support activities or for internal management.

(d) Will be used by support activities to record and control DA Form 2407s sent and returned from commercial activities.

c. Disposition.

(1) The DA Form 2405 will be kept for 1 year after last date entered in column "h".

(2) If used for making budgets or planning, it may be kept beyond 1 year until budget or plans are completed. Then, destroy the form.

(3) You may choose to move open work order numbers to a new register if DA Form 2405 is closed at the end of a calendar or fiscal year.

3–6. DA Form 2407 (Maintenance Request) and DA Form 2407–1 (Maintenance Request Continuation Sheet)

a. Purpose. The DA Forms 2407/2407–1 serve as a request for maintenance support and give information to all levels of maintenance management. (See figs 3–15 through 3–22.)The DA Forms 2407/2407–1 are the source of information for the Army's work order data base at USAMC Logistics Support Activity(LOGSA). This data base, called the Work Order Logistics File(WOLF), provides statistical weapon analyses such as mean time to repair and repair parts usage at the DS/GS levels of maintenance for selected

major weapon systems. Submit the maintenance request data to LOGSA through the Standard Army Maintenance System (SAMS) or the Maintenance Information Management System (MIMS).

b. Use. Use the DA Forms 2407/2407–1 as a maintenance request as follows:

(1) At the unit level, they are used to—

(a) Request support maintenance, to include the following:

1. Repairs beyond the unit's authorized capability or capacity.

2. Application of MWOs. (See para 3–7.)

3. Fabrication or assembly of items.

(b) Report work on DA directed items under an approved sampling plan. AR 750–1 governs this program. The specific FPG identifies mandatory data elements for the forms.

(c) Initiate work requests that may become warranty claim actions.

(d) Show all support maintenance done on general purpose and passenger–carrying vehicles, combat and tactical equipment.

(e) Request an estimated cost of damage (ECOD) or technical inspection to determine the serviceability/repairability of an item prior to repair or turn–in for replacement.

(2) At support maintenance levels, they are used to—

(a) Record all work done and repair parts used, except common hardware and bulk material.

(b) Report all MWOs as they are applied as well as all previously applied MWOs.

(c) Send in warranty claim actions.

(d) Ask for repair of components, assemblies, and subassemblies in the reparable exchange program. You may use one form for as many items under an NSN as needed. For example, one DA Form 2407 might cover 10 rifles or 5 starters or 30 carburetors, etc.

(e) Ask for maintenance from another activity or supporting unit.

(f) Report work done on DA data sampling items under AR 750–1 and the specific FPG.

(g) Report battlefield repair actions. AR 750–1 and the individual equipment battlefield damage repair technical manuals govern how such repairs should be done.

(h) Serve as a dispatch record when road testing vehicle being repaired.

(i) Record support maintenance done under contract.

(j) Track serial numbered items within SAMS (see table 13–1 for a list of SNT reportable items).

(3) At the depot level, they are used to—

(a) Report MWOs as they are applied as well as all previously applied MWOs.

(b) Send in warranty claim actions.

(c) Show "onsite" work done by depot personnel.

(d) Report "repair and return to user" work done.

(e) Report work done on DA data sampling items.

(f) Record depot maintenance done under contract.

c. Organization work order number (ORGWON).

(1) *Purpose.* The ORGWON is assigned to all work orders for purposes of tracking INOP equipment and all equipment sent to the support maintenance activity for repair.

(2) *Use.* The ORGWON is the key to the inoperative equipment process.

(3) *General Instructions*

(a) The ORGWON is assigned sequentially from the DA Form 2405.Paragraph 3–5 gives details on the use of DA Form 2405.

(b) Assign an ORGWON when reportable equipment listed in AR 700–138, or when a command maintenance–significant item designated by the local commander, becomes inoperative. Also assign an ORGWON when a nonreportable subsystem of a reportable weapon system causes the weapon system to become inoperative. The positions of the ORGWON are as follows:

1. The first five positions of the ORGWON are the unit identification code (UIC) minus the W. A unit with a UIC of WABCD0(zero) would use ABCD0 (zero) as the first five positions of each ORGWON. The letters "I" and "O" are not permitted in a UIC. Numeric 0 (zero) is authorized to be used in a UIC.

2. If the sixth position of the ORGWON has a zero (0) or one(1), it identifies ground or missile maintenance equipment, and whether it is reportable or not. A zero (0) identifies an end item as reportable under AR 700–138, or when a command maintenance–significant item, selected by a local commander, becomes inoperative. Also assign a zero (0) when a nonreportable subsystem of a reportable weapon system causes the weapon system to be inoperative. A one (1) is used if the item of equipment is not reportable. Also, a one (1) is used if a reportable item needs repair but is not inoperative (INOP); e.g., painting. If the sixth position of the ORGWON has a two (2) or a three (3), it identifies aircraft maintenance equipment, and whether it is reportable or not.A two (2) identifies an end item as reportable under AR 700–138, or when a command maintenance–significant item, selected by a local commander, becomes inoperative. Also assign a two (2) when a nonreportable subsystem of a reportable weapon system causes the weapon system to be inoperative. A three (3) is used if the item of equipment is not reportable. Also, a three (3) is used if a reportable item needs repair but is not inoperative (INOP);e.g., painting.

3. The seventh position of the ORGWON is the year within the decade. For example, the seventh position for each ORGWON assigned in 1992 would be 2.

4. The last five positions of the ORGWON are the sequence number of the work order. The sequence number is assigned at the unit maintenance platoon/section on DA Form 2405 for manual units.

5. The first seven positions of the ORGWON stay the same during the year and will be the same for each work order. The last five positions, however, are unique to each work order (i.e., 00001–99999 or HHC12).

(c) An ORGWON must be assigned for all INOP equipment, even if it is immediately evacuated to DS without any maintenance performed at the unit.

d. General Instructions

(1) The DA Form 2407/2407–1 show the specific item(s)being sent to support maintenance as follows:

(a) A separate DA Form 2407 will be filled out on each item reported under AR 700–138. A separate form will also be filled out on each component of an item reported under AR 700–138, when submitted separate from end item.

(b) You may combine items with the same make, model, and NSN on a single DA Form 2407 when they are not reported under AR 700–138. DA Form 2407–1 may be used when more room is needed.

(c) Items turned in for classification will be on separate forms.

(2) Send a copy of DA Form 2408–5 (Equipment Modification Record) with the equipment going to support maintenance.

(3) The organization asking for maintenance fills out Section I of the DA Form 2407 and sends all copies of the form with the equipment.

(4) The support unit fills in Block 24 and puts a local work order number on the form. Copy one then goes back to the organization as a receipt for the equipment. The unit returns copy one when the equipment is fixed and ready for pickup.

(5) If parts needed for maintenance are not available when a maintenance request is made, the supporting unit may defer the maintenance, except NMC equipment, by printing in the Remarks block"Equipment returned to user, awaiting parts (date). Equipment owner will be notified when parts are available". Support maintenance will retain copy number 1 and the equipment owner will retain all other copies. The unit will return the equipment and maintenance work request no later than the end of the following work day of being notified by support maintenance.

e. Disposition.

(1) *Receipt copy one.* Destroy when the equipment is returned to the unit.

(2) *NMP copy two.* Handle as directed by the local command. Retain for 180 days if copy is turned into SSA or PBO.

(3) *Control copy three.* Handle as directed by the local command. When the form is used for BDAR, mail this copy to the Survivability/Vulnerability Information Analysis Center (SURVIAC), ATTN: AFFDL/FES/CDIC, Wright Patterson AFB, OH 45433.

(4) *Organization copy four.*

(a) The unit keeps this copy for 180 days after the equipment is fixed. For items under a DA approved sampling plan, hold this copy as directed by the plan. The organization may keep the DA Forms 2407/2407–1 showing services (i.e., calibration and load/proof test) until the next service is performed or data transferred to DD Form 314.

(b) When the form is used for ECOD, keep this copy and associated correspondence until released by investigator at the completion of the investigation.

(c) Attach to DA Form 2765–1 (Request for Issue or Turn–In) for items turned into property book office or SSA.

(5) *File copy five.* The maintenance activity/installation maintenance activity keeps this copy for 1 year after the equipment is accepted by owning unit.

3–7. DA Forms 2407/2407–1 used to request or report an MWO

a. Purpose. The DA Forms 2407/2407–1 both request an MWO be applied and show MWOs done. (See figs 3–17 and 3–18.)

b. Use. The DA Forms 2407/2407–1 will be used to—

(1) Request that an MWO be applied. MWOs are normally applied by support, depot maintenance, or commercial contractors.

(2) Report applied MWOs on end items, installed components, and uninstalled components.

(3) Report an MWO against an end item when a modified component replaces an unmodified one.

Note. Note. The responsible sponsoring agency will ensure that equipment owners know when MWOs apply to their equipment. Report MWOs applied at depots as directed by AMC automated procedures.Depot teams and contractors applying MWOs in the field will report applied MWOs on DA Forms 2407/2407–1.

c. General Instructions

(1) The requesting unit will send all copies of the DA Forms 2407/2407–1 to the activity that will apply the MWO. The equipment normally does not go to that activity until MWO kits are on hand. If MWO kits are already on hand, the equipment will go with the form.

(2) When URGENT MWO kits are not on hand, the equipment normally goes to the maintenance activity with the form. The receipt copy one will be returned to the unit.

(3) For other than URGENT MWOs, the maintenance activity will get only the form until the kits arrive. The maintenance activity will print in the Remarks block "Receipt of MWO Request(Date) (Name or Initials)" and return copies 2, 3, 4, and 5 to the unit. Keep copy one of the DA Forms 2407/2407–1. When the MWO kits or parts come in, the unit asking for the MWO will be contacted. The unit will send the equipment and all copies of DA Forms 2407/2407–1 to the maintenance activity. The maintenance activity will fill in Block 24 of the DA Form 2407. The unit asking for the MWO will get copy one as a receipt. All other copies of the form stay with the support maintenance activity.

(4) When an applied MWO changes the NSN of the end item, send in a DA Form 2408–9. See paragraph 5–6c(9).

(5) Reporting MWOs accomplished and applicable to the same vehicle configuration can be listed by serial number on one DA Form 2407–1.

d. Disposition. When the MWO has been applied.

(1) Destroy the receipt copy one when the equipment goes back to the owning unit.

(2) Send NMP copy two to the DA MWO sponsoring agency within 3 working days. The MWO publication will tell you who the agency is and what address to use.

(3) The control copy three is handled as directed by the MWO pub or Materiel Fielding Plan (MFP). Otherwise, handle as directed locally.

(4) Destroy organization copy four.

(5) The maintenance activity keeps file copy five until the next MWO validation.

3–8. Warranty claim action (WCA)

a. Purpose. DA Forms 2407/2407–1 (Maintenance Request and Maintenance Request Continuation Sheet) are the only forms used to file WCAs. Figure 3–20 shows how to prepare the DA Form 2407 for WCAs.

b. Use.

(1) The DA Form 2407 is used to send in WCAs for items with bad components, parts, or assemblies covered by a factory warranty. Do not use SF Form 368 to report warranty claims.

(2) Report all WCAs, settled or unsettled, to the national level on DA Form 2407. (See settled or unsettled below:)

(a) Settled WCAs are for warranted items that have been repaired by organic maintenance units or by a local contractor/dealer.

(b) Unsettled WCAs are for warranted items awaiting disposition instructions or items being retrograded for repair at a higher level of maintenance or to a contractor facility.

c. General Instructions

(1) The Army's Warranty Program covers all items under warranty. Check the warranty technical bulletins (WTB) and with your warranty control office (WARCO) for specific items under warranty.WARCOs are listed in appendix C.

(2) AR 700–139 governs the warranty program. HQ AMC, ATTN: AMCAQ–PM, 5001 Eisenhower Avenue, Alexandria, VA 22333–0001, manages the Army's Warranty Program. The commands/addresses in figures 3–25 through 3–31 consolidate information for WARCOs and equipment under warranty.Items purchased after early 1984 and some items prior to that time will have technical bulletins that describe the actions required for the particular warranty and equipment.

(3) Submission of WCAs will be mostly limited to GS and depot level, except when specifically required by the WTB.

(4) The WARCO will normally operate from the GS, Directorate of Logistics (DOL), Directorate of Installation and Services, supporting maintenance battalion, division/corps, or theater maintenance management center.

(5) The WARCO at support maintenance levels acts as liaison between Army units and local contractors or dealers. The WARCO manages the warranty program at post, camps, or stations. The WARCO—

(a) Establishes local procedures to control WCAs.

(b) Receives, verifies, administers, processes, and distributes WCAs.

(c) Handles local warranty claims that are completed by Army units or contractor dealer/service networks.

(d) Acts as the point of contact for the AMC major subordinate commands (MSC) that buy the equipment for the Army.

(e) Controls shipments of items for warranty work.

(f) Reports on WCAs.

(6) When WCAs, reflecting local contractor/dealer repairs, are completed, that is, all work has been accomplished, the DA Form 2407 will be marked "Information Only" and submitted to the MSC representative listed in figures 3–25 through 3–31.

(7) If there is a disagreement between the Army and a local contractor/dealer/manufacturer over a warranty claim, the WARCO will try to resolve the problem at that level. When the disagreement cannot be resolved locally, the WARCO will contact the MSC representative listed in figures 3–25 through 3–31. In U.S. Army Europe (USAREUR), the WARCO will contact the Logistics Assistance Office (LAO) for help in resolving warranty disputes.

(8) The WARCO must be aware that, when contractors or dealers perform warranty work, other work not covered by the warranty may be done or needed. The contractor or dealer will expect to be paid for that work. The WARCO must stipulate, at the time of delivery, that either no non–warranty work be done or be prepared to pay for the work.

(9) The DA Form 2407 is the only form used to file warranty claim actions. No other forms are authorized as substitutes or replacements. The information listed in the blocks on the DA Form 2407 are placed into the Deficiency Reporting System (DRS) at the MSC to track particular warranties. Performance, part failure, and warranty cost effectiveness can be determined, just to list a few.It is

very important that all the blocks shown in Figure 3–20 be as accurate as you can make them. The DA Form 2407 should list the end item in the header blocks (blocks 1– 11). All WCAs will be processed through the WARCO.

(10) Any component, part, or assembly under warranty that fails during the warranty period becomes a warranty claim exhibit. All exhibits will carry a DA Form 2402 marked "Warranty Exhibit". Exhibits will be retained until disposition instructions are obtained. Normally, disposition instructions will be in the supporting WTB. When the supporting WTB does not provide disposition instructions, the materiel manager provides disposition instructions to you within 30 calendar days after receiving your WCA.

(11) Warranty items evacuated under the Reparable Exchange Program will have DA Form 2407, WCA, initiated prior to sending the item. The WCA will be completed at the normal level of repair.

(12) See appendix C for a list of WARCOs and LAOs.

(13) Each AMC MSC will publish a WTB listing all equipment under warranty.

d. Disposition.

(1) Copy one is kept by the owning unit until the equipment is returned or action is completed.

(2) Copy two is sent to the address listed in figures 3–25 through 3–31 for the item's NSN.

(3) Copy three is sent as directed by the WTB or with copy two.Copy three will normally go with copy two. A few WTBs, however, may require that copy three be sent to a separate location or at a different time when special or expedited parts support is needed.

(4) Copy four is returned to the owning unit or filed by the WARCO.

(5) Copy five stays with the item until the warranty action is completed. Then, dispose of the form.

3–9. Addresses for WCAs

Send WCAs on DA Forms 2407/2407–1 to the addresses in figures 3–25 through 3–31. These addresses are the screening points where all WCAs are to be sent regardless of who furnished the item to you. The screening point is identified in position one of the Materiel Category Structure Code (MAT CAT) in the Army Master Data File (AMDF) for each NSN. If you can't find the MAT CAT Code of the item using the AMDF, use the item's Federal supply class (the first four numbers of the NSN).

MAT CAT Postion 1: B, E, F, J, R, S, T
or FSC:

1070–1080, 1510–1740, 1860–2305, 2620, 2810–2840, 3110–3230, 3455–3770, 3820 [1], 3830–3835, 3915, 3940, 3960, 3990 [2], 4010–5210, 5305–5430, 6115–6116, 6210–6350, 6605–6610, 6620, 6630–6640, 6670–6675, 5810–6810, 6930, 7105–7720, 8145, 8305–8475, 9110–9160, 9310–9999

Send to:
Commander
U.S. Army ATCOM (TROOP)
ATTN: AMSAT–I–MDO
4300 Goodfellow Blvd
St. Louis, MO 63120–1798
DODAAC: W81D18

Call or send message to:

Call:
DSN 693–1955
Comm: (314) 263–1955

Electronic Mail box:
KHUDSON@ST–LOUIS–EMH7.ARMY.MIL

Send Message to:
CDR ATCOM ST LOUIS MO//AMSAT–I–MDO//

Notes:
[1] (well drilling equipment only)
[2] (cargo net only)

Figure 3-25. ATCOM (TROOP)

MAT CAT Postion 1: D or M
or FSC:

1005–1055, 1090–1270, 1285–1330, 1345–1398, 3405–3450, 3611, 3620, 3645, 3650, 3660–3685, 3690, 3693–3695, 4921–4925, 4931–4933, 4940, 5220–5280, 6650, 6665, 6920, 8140
1336 (To determine correct address for particular NSNs under FSC 1336, check the AMDF for position 1 of the MAT CAT.)
1340 (except free rockets)
2320 and 2350 (SP artillery and antiaircraft guns only)

Send to:
Commander
U.S. Army AMCCOM
ATTN: AMSMC–QAD–(R)
Rock Island, IL 61299–6000
DODAAC: W52HIC

Call or send message to:

Call:
DSN 793–7580 ext 733
Comm: (309) 782–7580 ext 733

24-Hour Warranty HOTLINE:
DSN 793–4109
Comm: (309) 782–4109

Electronic Mail box:
AMCCOM.DRS@RIA–EMH1.ARMY.MIL

Send Message to:
CDR AMCCOM ROCK ISLAND IL//AMSMC–QAD//

Figure 3-26. AMCCOM

MAT CAT Postion 1: G, P, Q, U
or FSC:

2596, 2598, 2691, 5450, 5805, 5811, 5815–6080, 6105, 6110, 6125–6145, 6605, 6615, 6625, 6660, 6680, 6695–6780, 6920, 6940–7050, 7450, 7550, 8130

Send to:
Commander
U.S. Army CECOM
ATTN: AMSEL–PA–MS–N
Ft. Monmouth, NJ 07703–5000
DODAAC: W15P6Z

Call or send message to:

Call:
DSN 992–0523/0525/0544
Comm: (201) 532–0523/0525/0544

24-Hour Warranty HOTLINE:
DSN 992–1276
Comm: (201) 532–1276

Send Message to:
CDR CECOM FT MONMOUTH NJ//AMSEL–PA–MS–N//

Electronic Mail box:
AMSEL–PA@MONMOUTH–EMH2.ARMY.MIL

Figure 3-27. CECOM

MAT CAT Postion 1: H
or FSC:

1510–1730, 2810, 2840, 2915, 2925, 2935, 2945, 2995, 3110–3130, 4920, 5303–5365, 6340, 6605, 6610, 6615, 6620

Send to:
Commander
U.S. Army ATCOM (AIR)
ATTN: AMSAT–I–MDO
4300 Goodfellow Blvd
St. Louis, MO 63120–1798

Call or send message to:

Call:
DSN 693–1955
Comm: (314) 263–1955

Send Message to:
CDR ATCOM ST LOUIS MO//AMSAT–I–MDO//

Electronic Mail box:
KHUDSON@ST–LOUIS–EMH7.ARMY.MIL

Figure 3-28. ATCOM (AIR)

MAT CAT Postion 1: K
or FSC:

2310–2315, 2325–2340, 2410–2430, 2520, 2590, 2610, 2630–2805, 2815, 2910–2950, 3020, 3040, 3110–3130, 3805, 3810, 3815. 3990[1], 4310, 5430, 3820[2], 3825, 3895, 3910, 3920, 3930, 3950
2320 and 2350 (except SP artillery and antiaircraft guns)

Send to:
Commander
U.S. Army TACOM
ATTN: AMSTA–MMA
Warren, MI 48397–5000
DODAAC: W56HZY

Call or send message to:

Call:
DSN 786–7537
Comm: (313) 574–7537

Send Message to:
CDR TACOM WARREN MI//AMSTA–MMA//

Electronic Mail box:

AMSTAMMA@TACOM.EMH1.ARMY.MIL

Notes:
[1] (except cargo nets)
[2] (except well drilling equipment)

Figure 3-29. TACOM

MAT CAT Postion 1: L
or FSC:

1280, 1337, 1338, 1410–1450, 1810–1850, 2845, 4935, 4960, 6920, 8140, 9135
1336 (To determine correct address for particular NSNs under FSC 1336, check the AMDF for position 1 of the MAT CAT.)
1340 (Free rockets only)

Send to:
Commander
U.S. Army MICOM
ATTN: AMSMI–MMC–CS–AC
Redstone Arsenal, AL 35898–5180
DODAAC: W81D17

Call or send message to:

Call:
DSN 746–0447
Comm: (205) 876–0447

Send Message to:
CDR MICOM REDSTONE ARS AL//AMSMI–MMC–CS–AC//

Electronic Mail box:
CFO@REDSTONE–EMH2.ARMY.MIL

Figure 3-30. MICOM

MAT CAT Postion 1: U
or FSC: 5810

Send to:
Commander
U.S. Army Communications-Electronics Command
Communications Security Logistics Activity
ATTN: SELCL–LO–A
Fort Huachuca, AZ 85613–7090
DODAAC: W61QL1

Call or send message to:

Call:
DSN 879–7536
Comm: (602) 538–7538

Electronic Mail box:
CSLA–LAD@MONMOUTH–EMH2.ARMY.MIL

Send Message to:
CDRUSACSLA FORT HUACHUCA AZ//SELCL–LO–A//

Notes:
If you cannot decide where the report should go, send it to:
Commander
US Army Materiel Command
ATTN: AMCAQ–PM
5001 Eisenhower Avenue
Alexandria, VA 22333–0001.

Figure 3-31. CECOM CSLA

3–10. DA Form 2408–14 (Uncorrected Fault Record)

a. Purpose. The DA Form 2408–14 is a record of uncorrected faults and deferred maintenance actions on equipment. Deferred maintenance actions are authorized delays for repair or maintenance. (See fig 3–21.) Equipment with deferred maintenance does not meet the Army maintenance standard as addressed in AR 750–1, paragraph 3–1a.

b. Use.

(1) Serves as a record of uncorrected faults and deferred maintenance. That is, an authorized delay for maintenance actions.

(2) Deferred or delayed maintenance can affect operation of the equipment, mission performance, and safety. Therefore, the commander or the commander's designated representative will determine when a fault will be transcribed to DA Form 2408–14. Faults not requiring parts, or faults for which parts are on hand, will be corrected without delay per AR 750–1. Status symbol X faults will not be entered on DA Form 2408–14.

(3) The DA Form 2408–14 will be kept on any item or group of

items that has an open deferred maintenance action. This form is not required when an automated system provides you with a list or printout of deferred maintenance and uncorrected faults that includes all elements on the DA Form 2408–14.

c. General Instructions

(1) Maintenance status symbol HORIZONTAL DASH (–) and DIAGONAL SLASH (/) faults will be annotated on the DA Form 2408–14.

(2) When a deferred maintenance action exists on an item of equipment, the DA Form 2408–14 will be with the equipment when the equipment is undergoing maintenance, on dispatch, under operation, or undergoing a service or inspection.

(3) Separate forms are not required for items (except reportable subsystems) like rifles, protective masks, and M11 decons, when one DA Form 2404 has been used to inspect and record the status of those items. A single form may be used to show deferred faults on such items as long as each fault entry is preceded in column b by the item's administration or serial number.

(4) Operators or crews will check the form before each dispatch. Look for faults that may affect the mission and faults that are overdue to be fixed. For example, look at any dates in column c that have passed or actions that have already been taken.Tell the maintenance supervisor about any you find.

(5) Maintenance supervisors and section leaders (platoon) will review the forms periodically (not less than every 2 weeks for Active Army and 1 month for NG/Reserve Components). Check on the status of parts on order. Look for any faults that have been fixed, but not closed out. Check for any faults overdue to be fixed.

(6) The form will be kept in the equipment record folder or in a protective cover when a deferred maintenance action or uncorrected fault exists on the item of equipment.

(7) Do not start a DA Form 2408–14 until there is an uncorrected equipment fault that cannot be corrected due to lack of repair parts or deferred action.

(8) A second copy of the DA Form 2408–14 may be kept wherever and whenever needed for maintenance supervisors or section leaders.

(9) Parts on order for or actions pending under ANMC conditions may go on the form with a DIAGONAL SLASH status symbol. Line out the entry if the ANMC condition changes to an NMC condition. The status symbol for the NMC condition then changes to an X and the entry can no longer stay on the form. Enter the NMC condition on the current DA Form 2404.

d. Disposition. Destroy the DA Form 2408–14 after the form has been filled up and all the faults have been fixed or moved to a new DA Form 2408–14.

3–11. FAA Form 6030–1 (Facility Maintenance Log)

a. Purpose. FAA Form 6030–1 is a record of all maintenance actions performed at any ATC facility and/or navigational aid. (See fig 3–24.)

b. Use.

(1) FAA Form 6030–1 provides a complete record of all maintenance actions performed at any ATC facility and/or navigational aid. It logs document equipment performance and maintenance activities, as well as provides a historical record of site events.

(2) An FAA Form 6030–1 will be maintained at each navigational aid or ATC equipment area.

(3) One FAA Form 6030–1 may be used to cover all ATC equipment at one specific tactical site.

(4) FAA Form 6030–1 will be used instead of DA Form 2404 for recording organizational preventive maintenance checks and services. Clearly annotate PMCS.

c. General Instructions

(1) *Basic log format.* Log entries will be clear, complete, and concise. The log documents fact, as perceived by the person making the entry.Elaborate detail or opinion will be avoided. The use of standard abbreviations and references to substantive records is encouraged in expressing activities in the clearest manner. Legible entries will be made in ink. All information noted will correlate with related data on other forms, records, and reports. Maintenance activities logged will cite the appropriate technical reference needed to support the entry as a complete, understandable statement.

(2) *Location of logs.* Logs will be kept in the immediate vicinity of the log subject. Exceptions are allowed where this is impractical, but the location will be designated within the maintenance standard operating procedures.

(3) *Log corrections.* There will be no erasures or deletions of any entered data.A corrected entry is mandatory for erroneous entries relating to a facility interruption. Errors will be corrected by one of the following two methods:

(a) The person making the error can void the entry with a single line strikeout followed by their initials and the corrected version. This method will only be used when the correction can be entered adjacent to or immediately below the erroneous entry.

(b) An entry in error will be corrected with an additional entry referenced to the erroneous entry by date and time. The person making the correction will then note the date and time of the corrected entry and their initials in the margin adjacent to the erroneous entry.

(4) *Activities requiring log entries.* Entries in the logs will provide a complete accounting of activities related to facility status, certification, operation, or performance. Entries will include but are not limited to—

(a) Arrivals and departures at facilities not manned. At least one entry will include the purpose of the visit, if not apparent from other entries.

(b) Scheduled or unscheduled interruptions/outages and related activities.

(c) Start and completion of PMCS or corrective maintenance actions performed.

(d) Identification of failed equipment components by reference designation, part number, NSN, or serial number.

(e) Start and completion of flight inspections (where onsite personnel are involved or notified), technical inspections, and aircraft accident investigations.

(f) Equipment changes or replacement, including transfers and channel changes.

(g) Modification, commissioning, or decommissioning activities.

(h) Pilferage, vandalism, or related events.

(i) Adverse weather effects, commercial power failures, access road problems, or any other conditions deemed to have impact on facility or air traffic operations.

(j) Certification or decertification.

(k) Visits by nonsite personnel.

(5) *Initials.* The originator will initial the entry in the area provided on the last line of the entry. Two–party entries will be initialed by the originator's initials on top, a slash (/), and the second party's (observer or second technician) initials under the slash in the initial box.

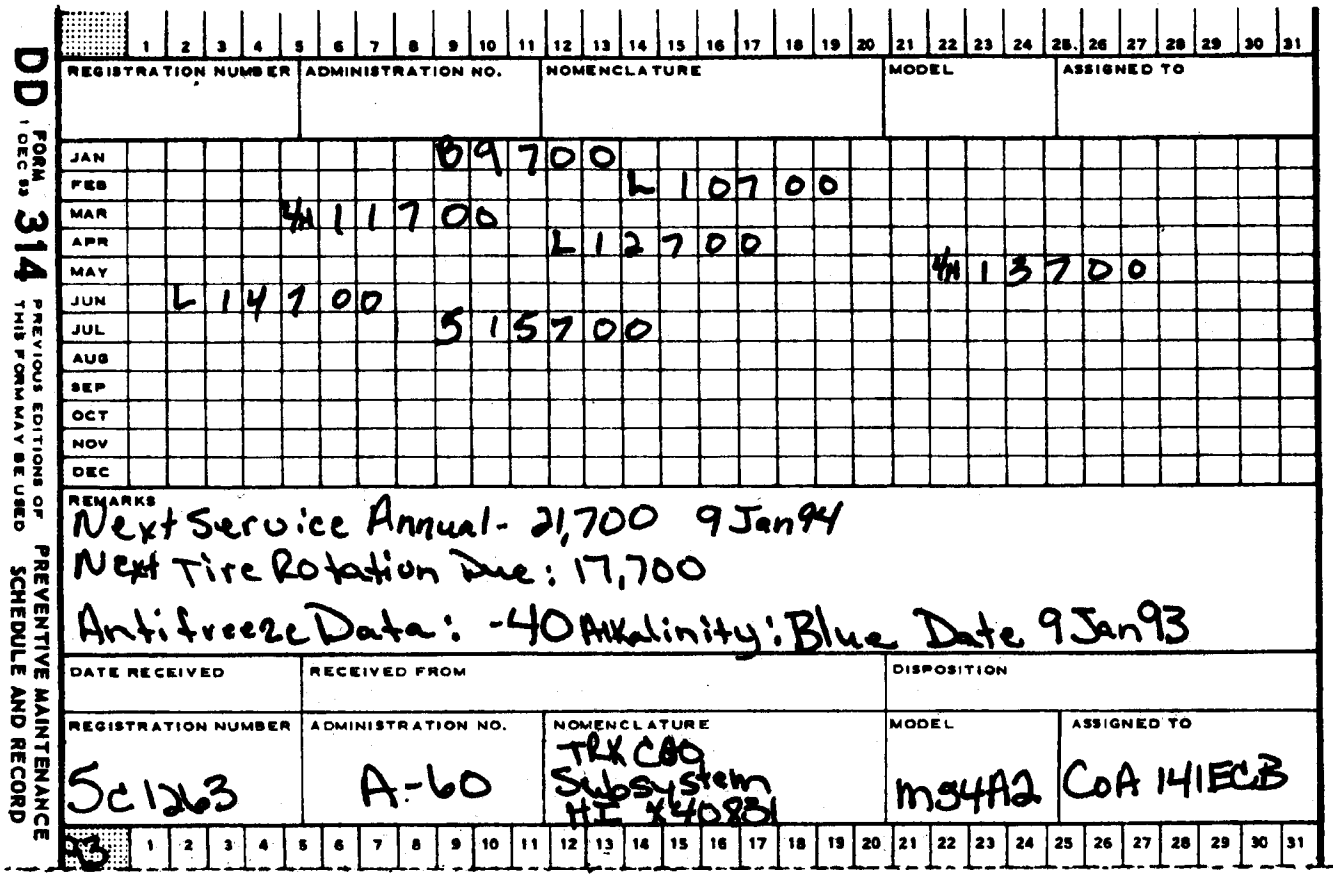
(6) *Page numbering.* All serialized log pages will remain in numerical order with any exceptions noted. When starting a new log, the serial number of the last page of the old log will be referenced in the first entry of the new log. The serial number of the first page in the new log will be referenced in the last entry of the old log or in the lower right margin of the last page.

(7) *Month and year.* The month and year corresponding to the beginning entry on each page of the log will be entered in the "month and year" block at the top of each page of the log.

(8) *Date and time.* All entries will be referenced to date and local time.Consecutive entries on the same calendar date need not be dated at each entry, but the date is required on the first and last entry of each page. Entries continued from the previous page need not have a date and time on the continued portion.

(9) *Initial/final remarks entries.* Begin a new page with each calendar month. On the first line put "First Entry Month of (month)". After last entry of each month, state "Last Entry Month of (month)". Draw a slash (/) through all unused lines.

(10) *Technician's signature.* At the end of each month, the technician having the primary responsibility for the maintenance of the facility or navigational aid covered by the log, is responsible for



This portion is provided for convenience in typing the lower lines on BOTH SIDES.
To be detached prior to placing in KARDEX or other visible-type file.

Figure 3-2. Sample of a completed DD Form 314 (Front side)

Legend for Figure 3-2:

Completion instructions by block title

Use either the blocks at the top or the bottom of the card.

Put the last two digits of the calendar year in the shaded box at the upper left or lower left of the card.

Registration Number. Enter the registration number, if the equipment has one assigned, or the serial number.

Administration No. Enter the equipment's administration number (bumper or locally assigned number). If the equipment does not have an assigned administration number (bumper or locally assigned number), pencil "none assigned" in this block.

Nomenclature.

a. Put the noun abbreviation in this block.

b. For equipment reported under AR 700–138, put the equipment category code (ECC) and line item number (LIN) under the noun. You will find ECCs in appendix B, Table B–18. LINs are in SB 700–20. Use the exact nomenclature format listed in AR 700–138.

c. If the item is a system or part of a subsystem, enter either "system" or "subsystem" as applicable.

Model. Enter the model number;for example, M1009. Use the exact model format listed in AR 700–138.

Assigned To. Enter the name of the unit or organization owning the equipment. Pencil entry if the item is authorized for Operational Readiness Float (ORF).

Remarks.

a. In pencil, annotate any maintenance information that will be needed in the future or on the replacement form for the next year. This information may include service symbols, dates for current and next year, and warranty information.If the equipment is under warranty, print in pencil"Warranted Item" and the length of the warranty in miles, months, hours, or years. Your Warranty Control Office or Logistics Assistance Office can assist you with warranty data for specific pieces of equipment. Use it when filling out the DA Form 2407.

b. Antifreeze entries will be made in the Remarks Block for equipment under warranty or using commercial or arctic antifreeze. For additional information, see TB 750–651.

c. Cooling systems serviced with antifreeze, Mil–A–46153, require the degree of protection, the condition of the cooling system, and the use of antifreeze extender, Mil–A–53009, recorded in this block. See TB 750–651.

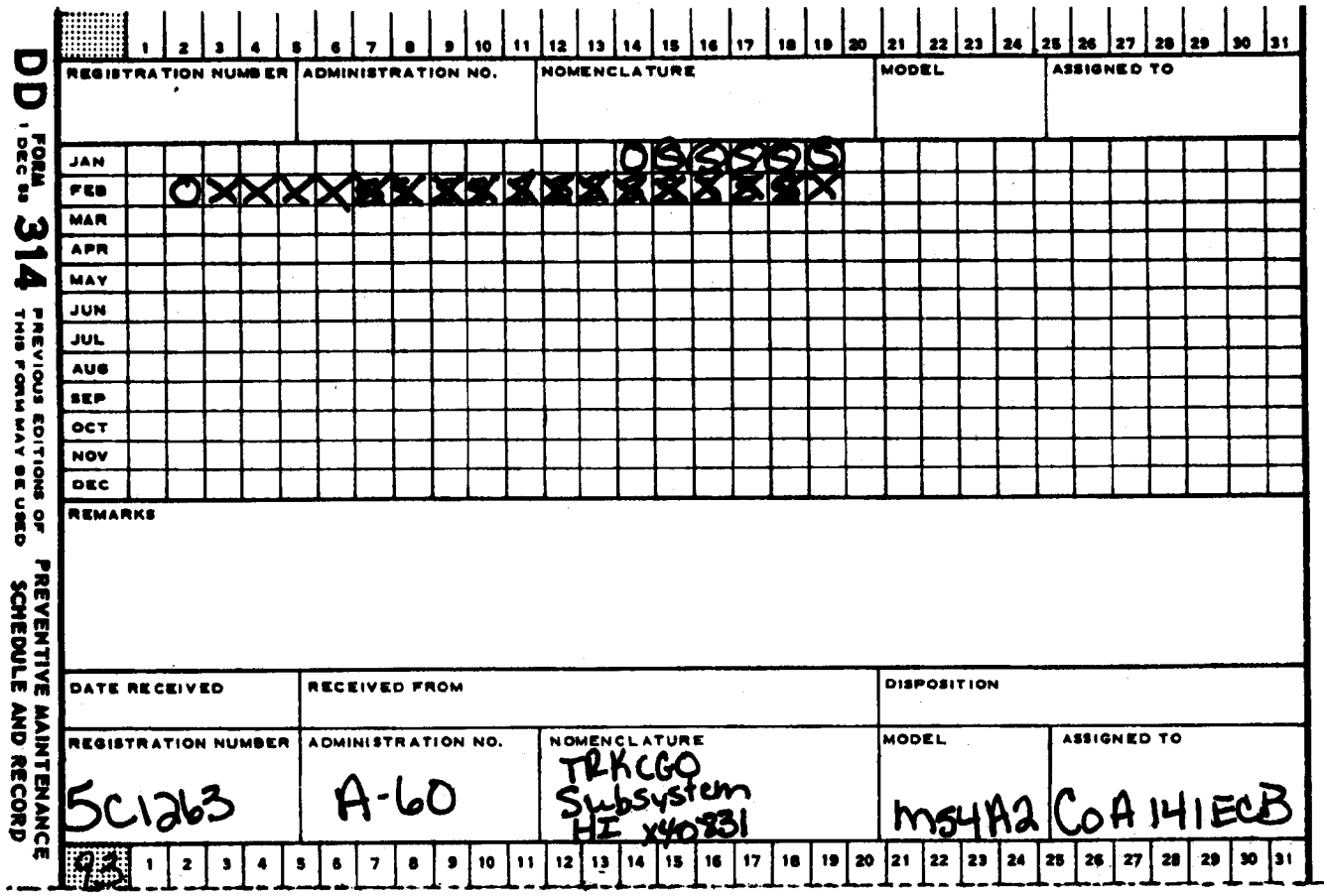
d. PMCS reference, PMCS time, and flight check data will be shown for all ATC equipment.

Date Received. Leave blank or use as needed locally.

Received From. Leave blank or use as needed locally.

Disposition. Leave blank or use as needed locally.

Date Blocks. Indicate services scheduled with pencil entries and services completed with ink pen entries.



This portion is provided for convenience in typing the lower lines on BOTH SIDES.
To be detached prior to placing in KARDEX or other visible-type file. GPO : 1987 O - 185-749

Figure 3-3. Sample of a completed DD Form 314 (Reverse side)

Legend for Figure 3-3:

Completion instructions by block title

Use either the blocks at the top or the bottom of the card.

Put the last two digits of the calendar year in the shaded box at the upper left or lower left of the card.

Registration Number. Enter the registration number, if the equipment has one assigned, or the serial number.

Administration No. Enter the equipment's administration number (bumper or locally assigned number). If the equipment does not have an assigned administration number (bumper or locally assigned number), pencil "none assigned" in this block.

Nomenclature.

a. Put the noun abbreviation in this block.

b. For equipment reported under AR 700–138, put the equipment category code (ECC) and line item number (LIN) under the noun. You will find ECCs in appendix B, Table B–18. LINs are in SB 700–20. Use the exact nomenclature format listed in AR 700–138.

c. If the item is a system or part of a subsystem, enter either "system" or "subsystem" as applicable.

Model. Enter the model number;for example, M1009. Use the exact model format listed in AR 700–138.

Assigned To. Enter the name of the unit or organization owning the equipment. Pencil entry if the item is authorized for Operational Readiness Float (ORF).

Remarks.

a. For equipment reported under AR 700–138, Tables B–1 and B–2, note any NMCM/NMCS time reported as totals by support maintenance. (When support gives you a day–by–day breakout of NMC time, mark the days in the date block.)

b. For equipment with hourmeters or odometers, show the total time of miles on the equipment at the last meter change. For example, "Odometer replaced at 23,169 miles, new reading 0 (zero) miles" or "Hourmeter replaced at 1,327 hours. New reading 5 hours." The"-replaced at" number is the total (cumulative) hours or miles on the equipment at the time the meter was replaced. The"new reading" number is the hours or miles on the new meter when you put it on the equipment. The "replaced at" and "new reading" numbers will be in pencil.When you next replace the meter, add the usage from the meter you're replacing to the "replaced at" figure, and show any miles or hours on the new meter. This information is needed for the DA Form 2408–9 Usage report and others.

Date Received. Leave blank or use as needed locally.

Received From. Leave blank or use as needed locally.

Disposition. Leave blank or use as needed locally.

Date Blocks. Show day–by–day breakout of NMC time. Mark the days in the date block.

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET B-6

For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG

1. ORGANIZATION	2. NOMENCLATURE AND MODEL
B Co 214th Avn	Trk, Util C90 1¼ T M998

3. REGISTRATION/SERIAL/NEN	4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE	6. TYPE INSPECTION
12345						PMCS

7. APPLICABLE REFERENCE

TM NUMBER	TM DATE	TM NUMBER	TM DATE
TM9-2320-280-10 w/c2	Jun 91		

COLUMN a — Enter TM item number.

COLUMN b — Enter the applicable condition status symbol.

COLUMN c — Enter deficiencies and shortcomings.

COLUMN d — Show corrective action for deficiency or shortcoming listed in Column c.

COLUMN e — Individual ascertaining completed corrective action initial in this column.

STATUS SYMBOLS

"X"—Indicates a deficiency in the equipment that places it in an inoperable status.

CIRCLED "X"—Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.

HORIZONTAL DASH "(-)"—Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.

DIAGONAL "(/)"—Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.

LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.

FOR AIRCRAFT-Status symbols will be recorded in red.

ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.

8a. SIGNATURE (Person(s) performing inspection)	8b. TIME	9a. SIGNATURE (Maintenance Supervisor)	9b. TIME	10. MANHOURS REQUIRED

TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d	INITIAL WHEN CORRECTED e
		11 Aug 92		RH
		12 Aug 92		RH
		13 Aug 92	W	RH
		14 Aug 92		

DA FORM 1 APR 79 2404 Replaces edition of 1 Jan 64, which will be used

Figure 3-7. Sample of a completed DA Form 2404 used for operator/crew PMCS (No fault noted)

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET

For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG — B-58

1. ORGANIZATION	2. NOMENCLATURE AND MODEL
B Co 214th Avn	Trk Wkr w/w 10T M984

3. REGISTRATION/SERIAL/NBN	4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE	6. TYPE INSPECTION
NPØ BEU	89Ø	21Ø			16 Sep 92	PMCS

7. APPLICABLE REFERENCE

TM NUMBER	TM DATE	TM NUMBER	TM DATE
TM 9-2320-279-10-1	Nov 86		

COLUMN a — Enter TM item number.

COLUMN b — Enter the applicable condition status symbol.

COLUMN c — Enter deficiencies and shortcomings.

COLUMN d — Show corrective action for deficiency or shortcoming listed in Column c.

COLUMN e — Individual ascertaining completed corrective action initial in this column.

STATUS SYMBOLS

"X"—Indicates a deficiency in the equipment that places it in an inoperable status.

CIRCLED "X"—Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.

HORIZONTAL DASH "(-)"—Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.

DIAGONAL "(/)"—Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.

LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.

FOR AIRCRAFT-Status symbols will be recorded in red.

ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.

8a. SIGNATURE (Person(s) performing inspection)	8b. TIME	9a. SIGNATURE (Maintenance Supervisor)	9b. TIME	10. MANHOURS REQUIRED
SPC William Lloyd				

TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d	INITIAL WHEN CORRECTED e
		14 Sep 92		WL
		15 Sep 92	W	WL
1Ø	X	Engine idles at		
		8ØØ RPM.		

DA FORM 2404, 1 APR 79 — Replaces edition of 1 Jan 64, which will be used

Figure 3-8. Sample of a completed DA Form 2404 used for operator/crew PMCS (Fault noted)

Legend for Figure 3-8:

Completion instructions for DA Form 2404 used for operator/ crew PMCSs

Note: Administrative/bumper number will be placed in upper right hand corner or as prescribed by local SOP.

(1) Organization. Enter the name of the unit to which the equipment belongs.

(2) Nomenclature and Model.

a. Enter the noun abbreviation and the model of the equipment.

b. For watercraft, use the noun abbreviation and Hull Design Number.

(3) Registration/Serial/NSN.

a. Enter the serial or registration number.Enter the NSN when no serial or registration number is available.

b. For watercraft, enter the DA Hull Number.

(4a) Miles.

a. When a deficiency or a shortcoming is found, enter the miles or kilometers on the equipment's odometer at the end of the day's dispatch or operation.

b. Round to the nearest mile or kilometer.Put the letter "K" before the number if the reading is kilometers.

c. Leave blank if the item does not have an odometer or if no faults are found.

(4b) Hours.

a. When a deficiency or a shortcoming is found, enter the meter reading at the end of the day's dispatch or operation.

b. Leave blank if hours do not apply to the equipment or if no faults are found.

(4c) Rounds Fired. Leave blank.

(4d) Hot Starts. Leave blank.

(5) Date. Enter the calendar date the deficiency or shortcoming was found.

(6)Type Inspection. Enter"PMCS".

a. Use the same DA Form 2404 for more than 1 day. If you find no faults during the BEFORE OPERATION checks in the PMCS, put the date in column c. If no faults are found DURING or AFTER OPERATION, initial in column e.

b. When no faults are found, this form can be used for more than 1 day even if form was used for concurrent PMCSs, i.e., W/M. Just place the first letter of the type of PMCS performed (W/M) in column d, by that day's date in column c after the PMCS was performed.

(7) TM Number and TM Date.

a. Enter the number and date of the PMCS TM.When two TMs cover an item, put the second TM number and date in the second number and date block.

b. When the manual has changes, print"W/C" and the latest change number after the TM number. Then, put the latest change date in the TM date block.

(8a) Signature. When a deficiency or shortcoming is found, the operator or supervisor signs and enters rank. A signature in this block keeps the form from being used past current dispatch.

(8b) Time. Leave blank or use as needed locally.

(9a) Signature. Maintenance supervisor or the commander's designated representative will sign when corrective action is taken.

(9b) Time. Leave blank or use as needed locally. For a missile system and missile subsystems reported under AR 700–138, (chapter 4), enter the time when item was found to be NMC.

(10) Man–Hours Required. Leave blank or use as needed locally.

Column a. TM Item No.

a. Put the PMCS item number that applies to the fault listed in column c. If the PMCS has no item numbers, list the page, paragraph, or sequence number. Circle the number if the fault is listed in the "Equipment is not ready/available if" column or "Not Mission Capable if" column of the PMCS. If the PMCS has no ready/available or not mission capable column, circle the TM item number, page, or paragraph number of any fault that makes the equipment NMC.

b. Pubs or TM sections other than PMCS may be required for safety faults or local dispatching. For example, AR 385–55 lists safety checks that may not be in the PMCS. Those faults will not be counted as NMC for the DA Form 2406 (Materiel Condition Status Report) unless they are in the PMCS "not ready" column or the "not mission capable"column. But, you will list them if you find a problem with one of them.

c. For those faults not covered by the PMCS, leave this column blank.

Column b. Status. Enter the status symbol that applies to the fault or deficiency.

Column c. Deficiencies and Shortcomings.

a. If you find a fault Ithat can be repaired, stop the PMCS and correct the fault. Do not enter faults that have been repaired on the DA Form 2404. Continue the PMCS to make sure no other faults exist.

b. Briefly describe the fault. Skip one or two lines between faults. This will give maintenance room to note actions they take.

c. When more than one TM covers the equipment, draw a line under the last entry for one TM. Under the line, write the TM number of the manual you will use next. After you finish the PMCS and list all faults you cannot fix, give the form to the maintenance supervisor.

d. When using one DA Form 2404 for more than one item of equipment, enter the serial or administration number for the item with the fault. Write the fault on the line below the serial numbler.

e. When you list faults not covered by the PMCS, add the pub that covers them; for example, SOP or AR 385–55.

Column d. Corrective Action. Explain corrective actions taken.

Column e. Initial When Corrected. The mechanic initials any faults that have been fixed. The initials will go on the last line for the entry in column d. The maintenance supervisor will review the faults corrected and those still not fixed to decide what other action is needed. For quality control, the inspector or a designated representative will check all corrected status symbol X faults. The inspector will then initial the status symbol.

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET B-18

For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG

1. ORGANIZATION	2. NOMENCLATURE AND MODEL					
B Co 214th Avn	Trk Cgo 1¼ T M1008					
3. REGISTRATION/SERIAL/NSN	4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE	6. TYPE INSPECTION
345678	183106				5 Jan 92	PMCS

7. APPLICABLE REFERENCE

TM NUMBER	TM DATE	TM NUMBER	TM DATE
TM 9-2320-289-10 w/C 3	Jul 86		

COLUMN a — Enter TM item number.
COLUMN b — Enter the applicable condition status symbol.
COLUMN c — Enter deficiencies and shortcomings.
COLUMN d — Show corrective action for deficiency or shortcoming listed in Column c.
COLUMN e — Individual ascertaining completed corrective action initial in this column.

STATUS SYMBOLS

"X"—Indicates a deficiency in the equipment that places it in an inoperable status.

CIRCLED "X"—Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.

HORIZONTAL DASH "(-)"—Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.

DIAGONAL "(/)"—Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.

LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.

FOR AIRCRAFT-Status symbols will be recorded in red.

ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.

8a. SIGNATURE (Person(s) performing inspection)	8b. TIME	9a. SIGNATURE (Maintenance Supervisor)	9b. TIME	10. MANHOURS REQUIRED
SPC Mark Hoskad		Robert W. Potts 1LT		

TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d	INITIAL WHEN CORRECTED e
		4 Jan 92		M.H.
5a	X	transfer will not	Cleared for limited	
		shift to low	operation to transfer	
			vehicle to support	
			maintenance on 5 Jan 92	RWP
5a	X	transfer will not		
		shift to low.		

DA FORM 1 APR 79 2404 — Replaces edition of 1 Jan 64, which will be used

Figure 3-9. Sample of a completed DA Form 2404 used for changing an "X" condition

Legend for Figure 3-9:
Completion instructions for DA Form 2404 used for changing an "X" condition

Note: Administrative/bumper number will be placed in upper right hand corner or as prescribed by local SOP.

(1) Organization. Enter the name of the unit to which the equipment belongs.

(2) Nomenclature and Model.

a. Enter the noun abbreviation and the model of the equipment.

b. For watercraft, use the noun abbreviation and Hull Design Number.

(3) Registration/Serial/NSN.

a. Enter the serial or registration number.Enter the NSN when no serial or registration number is available.

b. For watercraft, enter the DA Hull Number.

(4a) Miles.

a. When a deficiency or a shortcoming is found, enter the miles or kilometers on the equipment's odometer at the end of the day's dispatch or operation.

b. Round to the nearest mile or kilometer.Put the letter "K" if the reading is kilometers.

c. Leave blank if the item does not have an odometer or if no faults are found.

(4b) Hours.

a. When a deficiency or a shortcoming is found, enter the meter reading at the end of the day's dispatch or operation.

b. Leave blank if hours do not apply to the equipment or if no faults are found.

(4c) Rounds Fired. Leave blank.

(4d) Hot Starts. Leave blank.

(5) Date. Enter the calendar date the deficiency or shortcoming was found.

(6) Type Inspection. Enter"PMCS".

a. Use the same DA Form 2404 for more than 1 day. If you find no faults during the BEFORE OPERATION checks in the PMCS, put the date in column c. If no faults are found DURING or AFTER OPERATION, initial in column e.

b. When no faults are found, this form can be used for more than 1 day even if the form was used for concurrent PMCSs, i.e., W/M. Just place the first letter of the type of PMCS performed (W/M) in column d, by that day's date in column c.

(7) TM Number and TM Date.

a. Enter the number and date of the PMCS TM.When two TMs cover an item, put the second TM number and date in the second number and date block.

b. When the manual has changes, print"W/C" and the latest change number after the TM number. Then, put the latest change date in the TM date block.

(8a) Signature. When a deficiency or shortcoming is found, the operator or supervisor signs and enters rank. A signature in this block keeps the form from being used past the current dispatch.

(8b) Time. Leave blank or use as needed locally.

(9a) Signature. The commander or the commander's designated representative will sign name and rank when making a status symbol change or changing from an X to a CIRCLED X status symbol for one time operation.

(9b) Time. Leave blank or use as needed locally. For missile system and missile subsystems reported under AR 700–138, (chapter 4), enter the time when item was found to be NMC.

(10) Man–Hours Required. Leave blank or use as needed locally.

Column a. TM Item Number.

a. Put the TM item number that applies to the fault listed in column c. If the PMCS has no item numbers, list the page, paragraph, or sequence number. Circle the number if the fault is listed in the "Equipment not ready/available if" column or "Not Mission Capable if" column of the PMCS. If the PMCS has no ready/available or not mission capable column, circle the TM item number, page, or paragraph number of any fault that makes the equipment NMC.

b. Pubs or TM sections other than PMCS may be required for safety faults or local dispatching. For example, AR 385–55 lists safety checks that may not be in the PMCS. Those faults will not be counted as NMC for the Materiel Condition Status Report (MCSR) unless they are in the PMCS "not ready"column or the "not mission capable" column. But, you will list them if you find a problem with one of them.

c. For those faults not covered by the PMCS, leave this column blank.

Column b. Status. Repair of status symbol X faults cannot be postponed or delayed, but they may be changed to a CIRCLED X status symbol for limited operation. The commander or the commander's designated representative may change an X status symbol fault to a CIRCLED X status symbol. Changing of status symbols should only be done when the equipment is crucial to the mission. No X status symbol faults will be changed to a CIRCLED X if it endangers the operator/crew or causes further damage to the equipment. CIRCLED X conditions will be for one time operation or mission. (Common sense must be used.)

Column c. Deficiencies and Shortcomings.

a. If you find a fault that can be repaired, stop the PMCS and correct the fault. Do not enter faults that have been repaired on the DA Form 2404. Continue the PMCS to make sure no other faults exist.

b. Briefly describe the fault. Skip one or two lines between faults. This will give maintenance room to note actions taken.

c. When more than one TM covers the equipment, draw a line under the last entry for one TM. Under the line, write the TM number of the manual you will use next. After you finish the PMCS and list all faults you cannot fix, give the form to the maintenance supervisor.

Column d. Corrective Action.

a. Print "Cleared for limited operations," and the specific limits under which the equipment can be operated. For example, limits may involve speed, type of mission, distance, weather, or time. The change may affect a subsystem of a system listed in AR 700–138. If so, make sure the limits include the part of the mission the system can no longer do.

b. Deficiencies changed to a CIRCLED X will return to an X status symbol at the end of the day or mission.

c. Equipment cleared for limited operations will still be carried as NMC for the DA Form 2406, DA Form 3266–2R, and the DD Form 314.

d. When a deficiency is corrected immediately or changed to a CIRCLED X, entries in blocks 4 and 5 will be made at the end of the dispatch or operation.

Column e. Initial When Corrected.

a. The commander or the commander's designated representative initials for limited operation entries.

b. The person taking the action or transferring the document/NSN initials other entries.

c. The initials will go on the last line of the entry.

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET B-2Ø

For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG

1. ORGANIZATION	2. NOMENCLATURE AND MODEL					
B Co 214th Avn	Trk Cgo 1¼ T M1ØØ8					
3. REGISTRATION/SERIAL/NSN	4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE	6. TYPE INSPECTION
67890	10389				16 Apr 92	Annual

7. APPLICABLE REFERENCE

TM NUMBER	TM DATE	TM NUMBER	TM DATE
TM 9-2320-289-20	Jan 88	TM 9-2320-289-20P	

COLUMN a — Enter TM item number.

COLUMN b — Enter the applicable condition status symbol.

COLUMN c — Enter deficiencies and shortcomings.

COLUMN d — Show corrective action for deficiency or shortcoming listed in Column c.

COLUMN e — Individual ascertaining completed corrective action initial in this column.

STATUS SYMBOLS

"X"—Indicates a deficiency in the equipment that places it in an inoperable status.

CIRCLED "X"—Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.

HORIZONTAL DASH "(-)"—Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.

DIAGONAL "(/)"—Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.

LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.

FOR AIRCRAFT-Status symbols will be recorded in red.

ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.

8a. SIGNATURE (Person (s) performing inspection)	8b. TIME	9a. SIGNATURE (Maintenance Supervisor)	9b. TIME	10. MANHOURS REQUIRED
PFC Chuck Palmer		SSG John Mora		

TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d	INITIAL WHEN CORRECTED e
8	/	Class II leak at	torqued bolts to 35 ft lb.	
		rear diff. cover	checked fluid level	CP
			annotate on 2408-14. JM	JM
			CDRAA12345	
9	/	Rear shock bushings	2310-01-561-1083 4Ea	
		starting to dry rot.	pg. 98 fig. 5 item 2	
			Doc. # 2108-0010	
			Annotate on 2408-14.	J.M.

DA FORM 1 APR 79 2404 — Replaces edition of 1 Jan 64, which will be used

Figure 3-10. Sample of a completed DA Form 2404 used for maintenance services/inspections

Legend for Figure 3-10:
Completion instructions for DA Form 2404 used for maintenance services/inspections

Note: Administrative number/bumper number will be put in the upper right hand corner or as prescribed by local SOP.

(1) Organization. Enter the name of the unit to which the equipment belongs.

(2) Nomenclature and Model.

a. Enter the noun abbreviation and the model of the equipment.

b. For watercraft, use the noun abbreviation and Hull Design Number.

(3) Registration/Serial/NSN.

a. Enter the serial or registration number.Enter the NSN when no serial number or registration number is available.

b. For watercraft, enter the DA hull number.

c. For more than one item, leave blank.

(4a) Miles.

a. When a deficiency or a shortcoming is found, enter the miles or kilometers on the equipment's odometer at the end of the day's dispatch or operation.

b. Round to the nearest mile or kilometer.Put the letter "K" before the number if the reading is in kilometers.

c. Leave blank if the item does not have an odometer or if no faults are found.

(4b) Hours.

a. When a deficiency or a shortcoming is found, enter the meter reading at the end of the day's dispatch or operation.

b. Leave blank if hours do not apply to the equipment or if no faults are found.

(4c) Rounds Fired. Leave blank.

(4d) Hot Starts. Leave blank.

(5) Date. Enter the calendar date the service is performed.

(6) Type Inspection.

a. Enter the type of inspection or service to be done (lubrication, monthly, quarterly, semiannual, etc.).

b. When doing more than one inspection or service at the same time, put the service symbols in block 6 (L/S, etc.).

(7) TM Number and TM Date.

a. Enter the number and date of the PMCS TM.When two TMs cover an item, put the second TM number and date in the second number and date block.

b. When the manual has changes, print"W/C" and the latest change number after the TM number. Then, put the latest change date in the TM date block.

(8a) Signature. Personnel performing service/ inspection signs and enters rank after inspection is completed.

(8b) Time. Leave blank or use as needed locally.

(9a) Signature. The maintenance supervisor or the commander's designated representative signs name and rank after service/inspection is completed.

(9b) Time. Leave blank or use as needed locally. For missile systems and missile subsystems items reported under AR 700–138, (Chapter 4), enter the time when item was found to be NMC.

(10) Man–Hours Required. Leave blank or use as needed locally.

Column a. TM Item Number.

a. Put the PMCS item number that applies to the fault listed in column c. If the PMCS has no item numbers, list the page, paragraph, or sequence number. Circle the number if the fault is listed in the "Equipment not ready/ available" column or "Not Mission Capable" column of the PMCS. If the PMCS has no ready/available or not mission capable column, circle the TM item number, page, or paragraph number of any fault that makes the equipment NMC.

b. Pubs or TM sections other than PMCS may be required for safety faults or local dispatching. For example, AR 385–55 lists safety checks that may not be in the PMCS. Those faults will not be counted as NMC for the DA Form 2406 unless they are listed in the PMCS "not ready" column or the"not mission capable" column. But you will list them if you find a problem with one of them.

c. For those faults not covered by the PMCS, leave this column blank.

Column b. Status. Enter the status symbol that applies to the fault or deficiency.

Column c. Deficiencies and Shortcomings.

a. If you find a fault that can be repaired, stop the PMCS and correct the fault. Do not enter faults on the DA Form 2404 that you have repaired. Continue the PMCS to ensure no other faults exist.

b. Briefly describe uncorrected faults.

Column d. Corrective Action.

a. Explain corrective action taken.

b. For equipment needing a DA Form 2409, note repair work done and parts replaced. Put that information on the DA Form 2409. Print "DA Form 2409" in column d for those items.

c. If parts are needed, the PLL clerk will order them and enter the document numbers.

d. Faults that need support maintenance will go on a DA Form 2407. Print "DA Form 2407 (SPT)" in column d.

e. The commander's designated representative will decide what maintenance can be delayed. Faults that do not affect the operation of the equipment and the operator's safety can be deferred because:

(1) Support is backed up and cannot get to the equipment right away.

(2) The needed repair part is not on hand.

(3) Other reasons at the CO's discretion.

f. Faults that the commander's designated representative decides to defer go on the DA Form 2408–14.Print "DA Form 2408–14" in column d for those items.

Column e. Initial When Corrected.

a. The person taking the action or transferring the information initials other entries.

b. The initials will go on the last line of the entry.

c. For quality control, the inspector or commander's designated representative will check all corrected status symbol X faults to ensure proper repairs have been completed.If properly repaired, the inspector or the commander's designated representative will initial the status symbol.

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET A-3

For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG

1. ORGANIZATION	2. NOMENCLATURE AND MODEL					
A Btry 4/50th FA	How, SP m109 A1					
3. REGISTRATION/SERIAL/NSN	**4a. MILES**	**b. HOURS**	**c. ROUNDS FIRED**	**d. HOT STARTS**	**5. DATE**	**6. TYPE INSPECTION**
174563	28700				17 Oct 92	BDAR

7. APPLICABLE REFERENCE

TM NUMBER	TM DATE	TM NUMBER	TM DATE
tm 9-2350-274-BD	Jan 84		

COLUMN a — Enter TM item number.

COLUMN b — Enter the applicable condition status symbol.

COLUMN c — Enter deficiencies and shortcomings.

COLUMN d — Show corrective action for deficiency or shortcoming listed in Column c.

COLUMN e — Individual ascertaining completed corrective action initial in this column.

STATUS SYMBOLS

"X"—Indicates a deficiency in the equipment that places it in an inoperable status.

CIRCLED "X"—Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.

HORIZONTAL DASH "(-)"—Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.

DIAGONAL "(/)"—Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.

LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.

FOR AIRCRAFT-Status symbols will be recorded in red.

ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.

8a. SIGNATURE (Person(s) performing inspection)	8b. TIME	9a. SIGNATURE (Maintenance Supervisor)	9b. TIME	10. MANHOURS REQUIRED
SGT John Manor		Ray Parker CWO		

TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d	INITIAL WHEN CORRECTED e
		fuel filter clogged	By passed	J.M.

DA FORM 2404 1 APR 79 — Replaces edition of 1 Jan 84, which will be used

Figure 3-12. Sample of a completed DA Form 2404 used for BDAR

Legend for Figure 3-12:
Completion instructions for DA Form 2404 used for battlefield damage assessment and repair

Note: Administrative/bumper number will be placed in upper right hand corner or as prescribed by local SOP.

(1) Organization. Enter the name of the unit to which the equipment belongs.

(2) Nomenclature and Model.

a. Enter the noun abbreviation and the model of the equipment.

b. For watercraft, use the noun abbreviation and Hull Design Number.

(3) Registration/Serial/NSN.

a. Enter the serial or registration number.Enter the NSN when no serial or registration number is available.

b. For watercraft, enter the DA Hull Number.

(4a) Miles.

a. Enter the miles or kilometers on the equipment's odometer as of the date in block 5.

b. Round to the nearest mile or kilometer.Put the letter "K" before the number if the reading is kilometers.

c. Leave blank if the item does not have an odometer.

(4b) Hours.

a. Enter the meter reading in hours as of the date in block 5.

b. Leave blank if hours do not apply to the equipment.

(4c) Rounds Fired. Leave blank.

(4d) Hot Starts. Leave blank.

(5) Date. Enter the calendar date.

(6) Type Inspection. Enter the letters "BDAR."

(7) TM Number and TM Date.

a. Enter the number and date of the PMCS TM.When two TMs cover an item, put the second TM number and date in the second TM number and date block.

b. When the manual has changes, print"W/C" and the latest change number after the TM number. Then, put the latest change date in the TM date block.

(8a) Signature. When the repair or replacement has been accomplished, the person doing the job will sign name and enter rank.

(8b) Time. Leave blank or use as needed locally.

(9a) Signature. The maintenance supervisor or the commander's designated representative will sign name and rank. This is to ensure that when corrective actions are taken, no safety faults still exist that would endanger the operator or cause further damage to the equipment.

(9b) Time. Leave blank or use as needed locally.

(10) Man–Hours Required. Leave blank or use as needed locally.

Column a. TM Item Number. Leave blank.

Column b. Status. Leave blank.

Column c. Deficiencies and Shortcomings.

a. Briefly describe the fault.

b. If more than one deficiency or shortcoming is noted, leave enough room between entries to allow for corrective action taken to be annotated.

Column d. Corrective Action. Explain actions taken to correct or repair the fault. Note any parts replaced, parts ordered, and work done.

Column e. Initial When Corrected. The person taking the action initials here.

MAINTENANCE REQUEST
For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG

PAGE NO	NO OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLD-1047(R1)

SECTION I - CUSTOMER DATA

1a UIC CUSTOMER	1b CUSTOMER UNIT NAME	1c. PHONE NO
WX3WYF	B Co 214th AV	278-5419

2a SAMS-2 UIC/SAMS-I/TDA	2b UTILIZATION CODE	2c. MCSR
	Φ	Y

SECTION II - MAINTENANCE ACTIVITY DATA

3a. WORK ORDER NUMBER (WON)	3b. SHOP	3c. PHONE NO

4a. UIC SUPPORT UNIT	4b. SUPPORT UNIT NAME

SECTION III - EQUIPMENT DATA

5 TYPE MNT REQ CODE	6. ID	7 NSN
	A	3320ΦΦΦ7716164

15a. FAILURE DETECTED DURING/WHEN DISCOVERED CODE (Enter code) See DA Pamphlets 738-750 and 738-751	A

15b. FIRST INDICATION OF TROUBLE/HOW RECOGNIZED CODE (Enter Code) See DA Pamphlets 738-750 and 738-751	16. MILES/KILOMETERS/HOURS/ROUNDS
Φ99	M 37,218 K H R

8 MODEL	M35A2
9 NOUN	Trk Cgo 2½T

10a. ORG WON/DOC NO	10b. EIC
X3WYFΦ3ΦΦ3121	BIMA

11 SERIAL NUMBER	12. QTY	13. PD
17336	Φ1	Φ13

17. PROJECT CODE (If assigned)	18. ACCOUNT PROCESSING CODE	19. IN WARRANTY? (enter Y or N)	20. ADMIN NO
		N	B25

14. MALFUNCTION DESCRIPTION (for DSU, GSU/AVIM, DEPOT use)	21. REIMBURSABLE CUSTOMER (If intransit customer enter Y or N) N
	22. LEVEL OF WORK F — 23. SIGNATURE Richard Watch

24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM (Do not prescribe repairs)

Class III leak, steering gear box

25. REMARKS

PREPARATION INSTRUCTIONS FOR THIS PAGE

SECTION I

Block 1a. Enter UIC of submitting organization.
Block 1b. Enter name of submitting organization.
Block 1c. Enter number to be called when maint. is completed.
Block 2a. Enter UIC of supporting SAMS-2/SAMS-I/TDA if work is requested while intransit and away from your support maintenance unit.
Block 2b. Enter utilization code. See DA Pamphlets 738-750 and 738-751.
Block 2c. Enter "Y" if reportable under AR 700-138. If not, leave blank.

SECTION II

Leave blank. To be completed by the support maintenance DSU/GSU/AVIM/DEPOT.

SECTION III

Block 5. Enter the Type Maintenance Request Code. See DA Pamphlets 738-750 and 738-751.
Block 6. Enter ID associated with block 7. See DA Pamphlets 738-750 and 738-751.
Block 7. Enter the NSN or stock number of the item being submitted.
Block 8. Enter model of item being submitted.
Block 9. Enter noun/nomenclature of item being submitted.
Block 10a. Enter Work Order Number (*WON*)/*DOC NO* assigned when item is submitted. Otherwise, leave blank.
Block 10b. Enter End Item Code. See AMDF.
Block 11. Enter serial number of item being submitted.

SECTION III (Cont'd)

Block 12. Enter the quantity of items being submitted.
Block 13. Enter the maintenance priority designator determined from DA PAM 710-2-1.
Block 14. For DSU, GSU/AVIM, DEPOT use.
Block 15a. Enter the code that most accurately describes when the fault or deficiency was detected. See DA Pamphlets 738-750 and 738-751.
Block 15b. Select one. Enter the code. See DA Pamphlets 738-750 and 738-751.
Block 16. Enter the accumulated usage data in blocks, when equipment is subject to usage reporting.
Block 17. Enter the project code if one has been assigned. If not, leave blank.
Block 18. See DA Pamphlets 738-750 and 738-751.
Block 19. Enter "Y" or "N" to indicate whether equipment is still under manufacturer's warranty.
Block 20. Enter the admin number assigned for property control purposes for the equipment being submitted.
Block 21. For DSU/GSU/AVIM/Depot use.
Block 22. Enter level of work performed "O" for UNIT LEVEL/AVUM, "F" for DSU/AVIM, "H" for GSU, "D" for DEPOT, "K" for contractor or "L" for Spc Rpr Act.
Block 23. Enter the signature of the CO or the CO's designated representative when the priority designator is 01-10. For priority designators 11-15, leave blank.
Block 24. Enter a brief description of the deficiencies or symptoms that you feel require attention at this level of maint.
Block 25. Self-explanatory.

34a. SUBMITTED BY	35a. ACCEPTED BY	35c. DATE
R. Watch		

34b. DATE	35b. STATUS	35d. TIME
930005		

Block 34a. Enter first initial and last name of submitter.
Block 34b. Enter ordinal date submitted (*YYDDD*).
Block 35a. Enter first initial and last name of person accepting maint. request.
Block 35b. Enter the initial status. See DA Pamphlets 738-750 and 738-751.
Block 35c. Enter ordinal date accepted (*YYDDD*).
Block 35d. Enter military time.

DA FORM 2407, JUL 94 — **RECEIPT COPY 1**

Figure 3-15. Sample of a completed DA Form 2407 to request support maintenance

Legend for Figure 3-15:
Completion instructions for DA Form 2407 to request support maintenance

Section I–Customer Data.

Note: Blocks (BLK) 1, 5, 6, 7, 10a, 10b, 11,12, 13, 15, 16, 20, and 24 are mandatory if equipment is inoperable.Inoperable equipment is equipment that is NMC, in accordance with AR 700–138, a subsystem of a reportable weapon system, or command maintenance significant.

(1a) UIC Customer. Enter the UIC of the customer that owns the equipment.

(1b) Customer Unit Name. Enter the name of the unit identified by the UIC in block 1a.

(1c) Phone number. Enter the phone number of the unit identified by the UIC in block 1a.

(2a) SAMS–2 UIC/SAMS–I/TDA. If intransit, enter UIC for SAMS–2 or SAMS–1 /TDA unit.

(2b) Utilization Code. Enter Utilization Code. See Appendix B.

(2c) MCSR Item. Print the word"yes" or the letter "Y" if the item is reported under AR 700–138. This also applies to components and subsystems of an item/system that is reportable. If not, leave this block blank.

Section II–Maintenance Activity Data. To be completed by support maintenance DSU/GSU/AVIM/DEPOT.

Section III–Equipment Data.

(5) Type MNT REQ Code. Enter the Type Maintenance Request Code. Appendix B, Table B–20, lists the codes.

(6) ID. Enter the Identification(ID) Code as shown below that identifies the type of number you will enter in Block 7.

A—National/NATO Stock Number.

C—Manufacturer's Code and Reference Number (Part Number).

D—Management Control Number (MCN).

P—Other Numbers.

(7) NSN. Enter the National Stock Number or appropriate number identified in block 6.

(8) Model. Enter model number.

(9) Noun. Enter noun nomenclature of item.

(10a) ORGWON/DOC NO. Enter organization work order number or organization document number. For assignment of organization work order number (ORGWON), see Paragraph 3–6c.

(10b) EIC. Enter the end item code (EIC). See AMDF.

(11) Serial Number.

a. Enter the serial number of the item in Block 9.

b. For nontactical wheeled vehicles, use the registration number.

c. For ammunition, use the lot number.

d. Leave blank if the form is used for more than one item.

e. Leave blank if the equipment has more than one serial number.

f. Mandatory entry if equipment is INOP.

(12) QTY. Enter the number of items. (Must be only one item listed if equipment is reportable under AR 700–138 and is NMC.)

(13) PD. Enter the Priority Designator. (See DA Pam 710–2–1).

(14) Malfunction Description.(DS, GS, AVIM, Depot Use.)

(15a) Failure Detected During/When Discovered Code.

a. Enter failure detected code from Table B–3 or When Discovered Code from DA Pam 738–751.

b. Leave blank if no failure occurred.

(15b) First Indication of Trouble/How Recognized Code. Enter first indication of trouble code from Table B–4 or How Recognized Code from DA PAM 738–751.

(16) Miles/ Kilometers/ Hours/Rounds. Enter the miles or kilometers from the odometer on the equipment beside the "M" or "K". Round to the nearest mile or kilometer. If the equipment has no odometer, leave blank. Enter the hour reading (to the nearest hour) beside the"H" from the hour meter mounted on the equipment. If the equipment has no meter, leave blank. Enter the total equivalent full charge (EFC) rounds fired beside the "R". See the item's DA Form 2408–4. If rounds do not apply to the equipment, leave blank.

(17) Project Code. Enter the project code if one has been assigned. If not, leave blank.

(18) Account Processing Code. Enter the Account Processing Code (APC) if required by your unit.The APC is a code prescribed locally for costing and budget identification of customers and organizations (reference TM 38–711–13). If not required, leave blank.

(19) In Warranty? Enter"Y" or "N" to indicate whether equipment is still under manufacturer's warranty. If "Y", submit one work request for each serial numbered item.

(20) Admin Number. Enter the bumper number/materiel control number, or administrative number assigned to the item of equipment.

(21) Reimbursable Customer. For DSU/GSU/AVIM/ Depot use.

(22) Work Performed By. Enter code for level of work from Table B–24.

(23) Signature. The commander or the commander's designated representative will sign for all priority 01 through 10 requests. This signature approves the use of the PD.

(24) Describe Deficiencies or Symptoms.

a. Using the information in column "c" of DA Form 2404, briefly describe the fault or symptoms.For example, Print "Engine does not develop full power" or "Equipment uses two quarts of oil daily,"etc. Do not ask for general or specific repair of parts to be replaced; for example, do not tell support to "replace the hydraulic system" or "repair as needed."

b. When the form is asking for work on more than one item with the same NSN, list the number of items, their serial numbers (if they have serial numbers), and anything else support will need. INOP equipment (equipment reported on the Materiel Condition Status Report), components/ subsystems of reportable equipment, or command maintenance significant equipment)must have its own separate forms.

c. When the form is for components or assemblies with a recoverability code of A, D, F, H, or L, give the end item NSN. Put the NSN on the last line of block 25. You will find recoverability codes in the RC code column on the Army Master Data File (AMDF). You will also find the codes listed as part of the item's Source, Maintenance, and Recoverability (SMR) code in the parts manual.

d. If you need more room, use a DA Form 2407–1.

e. When the form is requesting standard repair after a battle–damage expedient has been applied, print"BDAR" in bold letters before describing the fault or symptoms. NOTE: The end item's BDAR TM and AR 750–1 describe when and how BDAR repairs will be made.

(25) Remarks.

a. When the item in block 7 needs"onsite" or "deferred" maintenance, support wil note that action here. Shop office NCO will make one of these entries for onsite or deferred work:

(1) Maintenance request received on (date), signature of shop office NCO.

(2) Onsite repair scheduled for (date), signature of shop office NCO.

(3) Owner to return item on (date) for repair, signature of shop office NCO.

b. Block 35a will be filled in by support only when the onsite repair is started or the deferred item is brought back to support.

c. The receipt copy will be sent to the support unit. The owning unit keeps all other copies until the onsite repair is started or deferred item is taken back to support.

Section VII. Action Signatures.

(34a) Submitted By. The person sending in the DA Form 2407 enters first initial and last name in this block.

(34b) The person signing the forms enters the original ordinal date the form was given to support.

MAINTENANCE REQUEST (*Continuation Sheet*)
For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG

PAGE NO	NO OF PAGES	REQUIREMENT CONTROL SYMBOL
2	2	CSGLD-1047(R1)

SECTION II - MAINTENANCE ACTIVITY DATA

3a. WORK ORDER NUMBER (*WON*)	3b. SHOP SECTION CODE	3c. PHONE NO
H18B29804960	A	645-9727

SECTION III - EQUIPMENT DATA

25 REMARKS

SECTION IV - TASK REQUIREMENTS DATA

27a. FILE INPUT ACT CD	27b. TASK NO	27c. ACT CODE	27d. TASK DESCRIPTION	27e. QTY TO BE RPR	27f. WORK CENTER	27g. FAILURE CODE	27h. MH PROJ	27i. MH EXP
A	A7	A	Replaced Transit Assy	01	Auto		2.6	2.5
A	I2	G	Final Inspection	01	Insp		1	1

SECTION V - PART REQUIREMENTS

28a. FILE INPUT ACT CD	28b. TASK NO	28c. ID NO	28d. NSN OR PART NUMBER	28e. SFX CD	28f. QTY RQD	28g. QTY ISSUED	28h. NMCS CD	28i. FAILURE CODE	28j. STORAGE LOCATION	28k. INITIALS	28l. COST $
A	A5	A	5310002125318		02	02	N		8A4C	BJ	28.10
A	A6	A	2530002501835		01	01	N		15B1F	BH	15.40
A	A7	A	5420002183150		01	01	N		10A4B	BH	370.00

28m. TOTAL MANHOURS	28n. TOTAL MANHOURS COSTS $	28o. TOTAL PARTS COSTS $
30	285.15	518.28

DA FORM 2407-1, JUL 94

FILE COPY

Figure 3-22. Sample of a completed DA Form 2407–1

Legend for Figure 3-22:

Completion instructions for DA Form 2407–1, Maintenance Request Continuation Sheet

Page No. Enter the page number when all needed entries are in Sections IV–VII. Enter page numbers as required.

No. of Pages. Enter the total number of pages used when entries are in Sections IV–VII.Enter page numbers as required.

SECTION II—Maintenance Activity Data.

(3a) Work Order Number (WON). Enter WON (see paragraph 3–6c for assignment of WONs).

(3b) Shop. Enter shop section code. These codes are assigned to uniquely identify a particular maintenance shop section. Codes A through Z are assigned locally by each maintenance battalion operating SAMS. Examples: A =Automotive Shop, B =Battery Shop, C =Commo Shop, etc.

(3c) Phone No. Enter the phone number of the Maintenance Activity.

SECTION III—Equipment Data. Use as needed or as prescribed locally.

Note: When used as a DA Form 2407 continuation, fill in the following sections and blocks according to the instructions for the original form.

SECTION IV—Task Requirement Data, Blocks 27a–27i.

SECTION V—Part Requirements, Blocks 28a–28o.

1. NOMENCLATURE: TRUCK, GPO, 2½T | 2. MODEL: M35A2 W/W | 3. SERIAL NUMBER: 13215

STATUS SYMBOL a	FAULT b	REASON FOR DELAY c	DATE (From DA FORM 2404) d	ENTRY APPROVED (Signature) e	DATE (To DA Form 2407) f
X	CLUTCH PEDAL PAD MISSING	2158-[illegible] 2320-00-510-2115	8 June 92	[signature]	10 July 92
	SHEAR PIN BROKEN	2160-[illegible] 2320-00-216-1248	10 June 92	[signature]	
	FRONT TOW SHACKLES MISSING	2160-[illegible] 2320-00-510-1215	10 June 92	[signature]	
	RIGHT FRONT FENDER CRACKED	Repair Weld at next S service 16 Sept 92	9 July 92	[signature]	

DA FORM 2408-14, JUN 94

UNCORRECTED FAULT RECORD

For use of this form, see DA PAM 738-750; the proponent agency is ODCSLOG

Figure 3-23. Sample of a completed DA Form 2408–14

Legend for Figure 3-23:

Completion instructions for DA Form 2408–14, Uncorrected Fault Record

(1) Nomenclature. Enter the noun of the item.

(2) Model. Enter the model number.

(3) Serial Number.

a. Enter the serial or registration number.

b. For watercraft, enter the DA Hull number.

(a) Status Symbol. Enter the status symbol that applies to the fault. Status symbol X faults will not go on this form.

(b) Fault. Enter the fault.Entries will be transcribed from column c, DA Form 2404.

(c) Reason for Delay.

a. Give the reason for delay.

b. If the reason is a part on order, print the document number and NSN or part number for each. For parts on order from QSS, print QSS and the Julian date you were told the part was not on hand. For items on order from the Self–Service Supply Center (SSSC), print SSSC and the Julian date you were told the item was not on hand.

c. If the part is cancelled later, print"cancelled" and the Julian date the part was cancelled. Then line through the entry from columns a through f. If you still need the part, reorder it. Put the fault, NSN or part number, and new document number on the next open line.

d. If the delay is until the next scheduled service, print "Schedule for next PM service." State which service and the date of miles/hours when it is due.

e. If the delay is for a shop backup, put the work or job request number in column c. Support work or job request numbers are entered only when the request has been deferred by support.

f. identification of a leak by itself is not a fault or action that can be entered on the DA Form 2408–14.But, delays required to correct a Class I or Class II leak may be entered. Each entry will have a calendar date when the leak will be repaired or re–evaluated. Under observation does not correct a leak and will not be entered on the DA Form 2408–14 as a reason for delay. Class I and II leak entries go on

the DA Form 2408–14 only when they require a repair or definitive action.Class III leaks are deficiencies. Repair of Class III leaks will not be deferred.

g. Do not list faults that are on a support DA Form 2407 for repair, except support work order requests that do not render the equipment NMC (i.e., Communication shelters).

(d) Date. Enter the calendar date the entry was transcribed to DA Form 2408–14.

(e) Entry Approved (Signature). The commander or the commander's designated representative will sign in this block when the entry is made. Enter first name and last name.

(f) Date. Enter the calendar date the fault was actually corrected or transcribed to DA Form 2407. The individual correcting the fault will enter his or her last name initial over the status symbol in column a.

Station. Enter name of installation or tactical site designation (Examples: Fort Rucker;Sun FOC).

Subject of Log. Enter type of equipment or facility for which maintenance log applies (Examples:ILS; NDB; R–401 Tactical Site).

Month and Year. Enter calendar month and year for which maintenance form applies (Example: June 1992).

Date. Enter calendar day of month (Example: 6).

Time. Enter local time of entry using 24 hour clock (Example: 1430).

Code. Leave blank.

Remarks.

a. Begin a new page with each calendar month. On the first line, put "First Entry Month of _____."

b. After last entry of each month, state"Last Entry Month of _____." Draw a slash (/)through all unused lines.

c. Upon each visit, show "Arrived Site" and "Departed Site," and show what was found and/or done. As a minimum document the following:

(1) Purpose of site visit.

(2) Condition /configuration of site upon arrival.

(3) All actions or maintenance performed at site. Annotate change out of all circuit cards or electronic modules by nomenclature, National Stock Number (if one has been assigned), and/or manufacturer's part number.

(4) Condition/configuration of site at departure.

Initials. Initials of person making each entry.

Date/Signature of Sector Manager/Designee. Enter date of maintenance supervisor's review of log entries followed by maintenance supervisor's signature.

Date/Signature of Maintenance Technician. Enter date of last entry and signature of technician closing out maintenance log.

Chapter 4
Nonaeronautical Equipment, Army Oil Analysis Program (AOAP)

4–1. Objectives

a. The AOAP is a condition monitoring program which is designed to—

(1) Improve equipment reliability and readiness by early detection of potential failures.

(2) Lower support costs by reducing the number of catastrophic failures and curtailing excessive component wear.

(3) Reduce resource usage by conserving petroleum products by adhering to the On Condition Oil Change (OCOC) policy. (See policy in (a) through c below:)

(a) This policy eliminates the wasteful requirement of changing component oil based on hours/miles/calendar days as currently specified by many TMs and LOs. Oil will not be changed unless recommended by the AOAP laboratory. When recommended, both the oil and the oil filter(s) will be changed at the same time.

Note. Oil filter(s) will be serviced/cleaned/changed when they are known to be contaminated, or clogged; service is recommended by AOAP laboratory analysis; or at prescribed hard time intervals as described in LO or TM.

(b) When a unit is deployed and oil analysis service is not readily available, the unit maintenance officer may authorize an oil and filter change when oil contamination is evident. A sample will be submitted to the laboratory as soon as AOAP service becomes available or the unit is redeployed, whichever comes first. The remarks block of the DD Form 2026 (Oil Analysis Request)accompanying this sample to the laboratory will be annotated to reflect the oil and filter change, because it may affect the trend analysis performed by the AOAP laboratory.

(c) The OCOC policy does not change or modify procedures and guidance for new equipment under manufacturer's warranty or seasonal oil change requirements in current TMs and LOs.

b. An effective AOAP is only possible when the AOAP is fully integrated into the maintenance system. This chapter provides pertinent information and instructions to commanders and equipment users and encourages efficient performance of the AOAP.

c. AOAP is an effective maintenance diagnostic tool and not a maintenance substitute. This chapter will not be interpreted to mean AOAP minimizes, in any way, the need to employ good maintenance practices and strong maintenance discipline.

4–2. Description

a. Oil, hydraulic fluid, and grease analysis is used as a diagnostic tool to determine the physical condition of used lubricants and the internal condition of engines, transmission, hydraulic systems, and other fluid–wetted components.

b. Spectrometric analysis is used to determine the concentrations of various wear metals in oil samples. Wear metals are metal particles of microscopic size, produced by the friction of moving parts within mechanical systems, that enter the oil stream and are dispersed and suspended throughout the lubricating oil system. The kinds of metal particles, and the quantities in which they are present, are detected by spectroscopy. Analysis helps determine which component parts may have generated the particles. By periodically sampling and testing the lubricants from mechanical systems, abnormal wear can be detected, and worn parts can be repaired or replaced before they cause damage.

c. Physical property tests are analytical tests used to detect property changes in used oil. For example, changes in viscosity, fuel dilution, or water content may be indicative of faulty equipment, operating conditions, or maintenance procedures.

d. Ferrographic analysis is used as a supplemental oil analysis test on selected components to monitor wear metals that cannot be detected by spectrometric analysis, Ferrography is used not only to determine the size, shape, and type of wear–metal particles being generated by a piece of equipment, but also to determine the kind of wear (spalling, cutting, and rubbing)producing the wear–metal particles.

e. A resample is a sample specifically requested by the laboratory, of the same oil taken under the same condition as the previous sample.

f. Designated equipment/components are those enrolled in AOAP.

g. Contamination is a problem that most frequently affects sample integrity. Wear–metal, water, unusual color, and particular matter are indications of contamination.

h. Installation management reports are computer–generated reports provided by the laboratories to installation/unit monitors and others on a monthly or as requested basis.

4–3. AOAP participation

Participation in the AOAP is mandatory. AOAP responsibilities of the commanders of major Army commands, the U.S.Army Reserve, the Army National Guard, and the Program Director (PD)are defined in AR 750–1.

4–4. What to sample

a. Only the equipment/components listed in tables 4–1 through 4–8, and other equipment/components authorized by the PD, AOAP, will be sampled. Exceptions will be through letters of authorization from major command level to laboratories. To be valid, letters must be issued from the major command that owns and supports the laboratory. Copies of any such correspondence will be provided to the PD, AOAP.

b. To request authorization for new enrollment in the AOAP, the following information will be submitted to the PD, AOAP:

(1) Nomenclature and model of the end item.

(2) End item NSN.

(3) Component nomenclature and model.

(4) End Item Code (EIC) assigned to the NSN of the end item.

(5) Hydraulic system capacity.

4–5. When to sample

a. Routine samples are to be submitted at prescribed intervals as

established in paragraphs 4–11 through 4–15. Note that the intervals are not the same for all items of equipment.Samples should be taken as near the prescribed interval as possible.Sampling at the prescribed time is not always possible. In such instances a 10 percent variance before or after the scheduled date, hours, or miles for sampling is permissible.

b. Special samples are those samples other than routinely scheduled. Special samples will be submitted to the laboratory under the following circumstances:

(1) At the request of the laboratory.

(2) Immediately before transfer among commands or overseas deployment of equipment. These special samples will be processed by the laboratory prior to the transfer or deployment.

(3) After maintenance, overhaul, or replacement of a component.

(4) After indication of a problem, for example, overheating, excessive oil loss, or loss of oil pressure.

(5) After indication of contamination, that is, cloudy, sludge, M60A1 Tank water, excessively dirty, visible metal particles, etc.AOS

Note. Special samples will be clearly marked "SPECIAL"and banded with red tape or marked in some other conspicuous manner so that the laboratory may easily identify them. The DD Form 2026 that accompanies the samples to the laboratory will be marked SPECIAL in the remarks block and its borders will be outlined in red.

c. When a vehicle is in storage, no sampling is required until the vehicle is scheduled for operational use.

d. Maintenance float equipment will be sampled at 25 hours of operation or quarterly, whichever occurs first.

e. When a vehicle is used for developmental purposes, used as a training aid or static display, authorization to discontinue sampling or to sample at longer intervals may be granted by the applicable major command. When the equipment returns to normal operation sampling intervals established in tables 4–1 through 4–7 will once again apply.

Table 4–1
Combat vehicles

End Item Model	Nomenclature	Component(s)
M1	Tank	AGT–1500 X1100–3B
M1A1	Tank	AGT–1500 X1100–3B
M1A2	Tank	AGT–1500 X1100–3B
M1IP	Tank	AGT–1500 X1100–3B
M2	Infantry Fighting Vehicle	VTA–903T HMPT–500 HMPT–500–3 HMPT–500–3E HMPT–500–B
M2A1	Infantry Fighting Vehicle	VTA–903T HMPT–500 HMPT–500–3 HMPT–500–3E HMPT–500–B
M2A2	Infantry Fighting Vehicle	VTA–903T HMPT–500 HMPT–500–3 HMPT–500–3E HMPT–500–3TEC
M3	Cavalry Fighting Vehicle	VTA–903T HMPT–500 HMPT–500–3 HMPT–500–3E HMPT–500–B

Table 4–1
Combat vehicles—Continued

End Item Model	Nomenclature	Component(s)
M3A1	Cavalry Fighting Vehicle	VTA–903T HMPT–500 HMPT–500–3 HMPT–500–3E HMPT–500–B
M3A2	Cavalry Fighting Vehicle	VTA–903T HMPT–500–3 HMPT–500–3E HMPT–500–3TEC
M60	Tank	AVDS–1790–2DA CD–850–6A CD–850–6A1
M60A1	Tank	AVDS–1790–2DA CD–850–6A CD–850–6A1
M60A1 AOS	Tank	AVDS–1790–2DA CD–850–6A CD–850–6A1
M60A1 RISE	Tank	AVDS–1790–2C AVDS–1790–2CA CD–850–6A CD–850–6A1
M60A1 RISE PASSIVE	Tank	AVDS–1790–2C AVDS–1790–2CA CD–850–6A CD–850–6A1
M88A1	Recovery Vehicle	AVDS–1790–2DR XT–1410–4
M106A1	Self Propelled Carrier	6V53 TX100–1
M106A2	Mortar Carrier	6V53 TX100–1
M109A2	Self Propelled Howitzer	8V71T XTG–411–2A
M109A3	Self Propelled Howitzer	8V71T XTG–411–2A
M109A4	Self Propelled Howitzer	8V71T XTG–411–2A
M109A5	Self Propelled Howitzer	8V71T XTG–411–2A
M109A6	Self Propelled Howitzer	8V71T XTG–411–4
M110A2	Self Propelled Howitzer	8V71T XTG–411–2A
M113A1	Personnel Carrier	6V53 TX100–1
M113A2	Personnel Carrier	6V53 TX100–1
M113A3	Personnel Carrier	6V53 TX200–4
M125A1	Self Propelled Carrier	6V53 TX100–1
M125A2	Mortar Carrier	6V53 TX100–1
M132A1	Flame Thrower	6V53 TX100–1

12. Exhibit Released to. Enter the name, address, and phone number (DSN/Commercial) of the person and/or company that will ship the exhibit.

Chapter 12
Unit Level Logistics System (ULLS) User Procedures

12–1. General ULLS Information

a. ULLS is the Army's Unit Level Logistics System. ULLS collects maintenance and supply data and provides management information at the unit level.

b. ULLS automates/replaces portions of TAMMS. The following DA/DD Forms have been automated and the ULLS generated printouts(shown with a –E) are authorized replacements:

(1) DA Form 5823 (Equipment Identification Card). DA Form 5823 is not required if you are operating with ULLS; this information is on the dispatch printout.

(2) DD Form 1970 (Motor Equipment Utilization Record) (DA Form 5987–E, Motor Equipment Utilization Record (Automated)).

(3) DA Form 2401 (Organizational Control Record for Equipment)(DA Form 5982–E, Dispatch Control Log (Automated)).

(4) DD Form 314 (Preventive Maintenance Schedule and Record)(Front side Only) (DA Form 5986–E, Preventive Maintenance Schedule and Record (Automated)).

Note. The DA Form 2406 (Materiel Condition Status Report) and backside of the DD Form 314 will be automated upon the completion of the Army Material Status System (AMSS) module, which is scheduled to be included in Software Change Proposal (SCP) 05.

(5) DA Form 2404 (Equipment Inspection and Maintenance Worksheet) (DA Form 5988–E, Equipment Inspection/Maintenance Worksheet (Automated)).

(6) DA Form 2405 (Maintenance Request Register) (DA Form 5989–E, Maintenance Request Register (Automated)).

(7) DA Form 2407 (Maintenance Request) (DA Form 5990–E, Maintenance Request (Automated)).

(8) DA Form 2408–14 (Uncorrected Fault Record). This form was eliminated by including all its information on the DA Form 5988–E (Equipment Inspection and Maintenance Worksheet).

(9) DD Form 2026 (Oil Analysis Request) (DA Form 5991–E, Oil Analysis Request (Automated)).

(10) DA Form 2408–9 (Equipment Control Record) (Usage only) (DA FORM 5992–E, Equipment Usage Request (Automated)).

Note. Transfers, Gains & Losses are done at the property book level.

(11) DA Form 348 (Equipment Operator Qualification Record) (DA Form 5983, Equipment Operator Qualification Record (Automated) and 5983–1–E, Operator's Qulification Record (Automated)).

(12) Optional Form 346 (U.S. Government Motor Vehicle Operator's Identification Card) (DA Form 5984–E, Operator's Permit Record(Automated)).

(13) SF Form 46 (Operator's Identification Card) (DA Form 5984–E)

c. The forms and records produced and recorded in ULLS will be maintained by all units, organizations, and activities who operate self–powered vehicles, towed vehicles, and stationary equipment. The local commander may also require weapons and non serial numbered items to be maintained on this system.

d. Units operating under ULLS will use printouts or automated reports in place of the manual forms prescribed in other chapters.However, units that are not automated will maintain manual forms as required by chapters 2, 3, 4, 5, 9, 11, and appendix E.

Note. . The automated processes in ULLS supersede all manual procedures. In cases that there is a conflict on form disposition between DA Pam 738–750 and the user manual, DA Pam 738–750 will take precedence.

e. There are four separate categories of maintenance processes within ULLS. This chapter contains information for—

(1) Operational processes.
(2) Equipment data update.
(3) Equipment data reports.
(4) Maintenance support.

12–2. Operational processes

Operational records and system generated reports provide the information needed to plan, manage, and control equipment. The operational processes menu contains the following functions:

a. Equipment dispatch and return. This process provides for the regular dispatch or alert dispatch of equipment and return as shown below:

(1) *Equipment dispatch.* Allows the user to dispatch equipment with option to produce the Equipment Maintenance and Inspection Worksheet. This replaces the requirement for a DD Form 1970 and DA Form 2404 (see fig 12–1).

(2) *Alert dispatch.* Provides dispatches, by DODAAC, for all equipment listed in the equipment data file as alert dispatchable (see Fig 12–2).

(3) *Equipment dispatch – returning.* This process is used when returning equipment from regular dispatch. It updates the end item, component usage, operator record, fuel usage, and dispatch control files.

b. DA Form 5988–E (Automated). This process allows user to print an Equipment Maintenance and Inspection Worksheet for each piece of equipment by DODAAC, admin number, or by FSC to facilitate PMCS and other scheduled inspections. The FSC option allows the user to select an item on file by FSC, e.g., to select only generators, enter "6115". The system will check the document control register (DCR)and maintenance fault file and print all faults and parts that have been ordered. (See figs 12–3 through 12–5.)

c. The DA Form 5988–E (Automated) (figs 12–3 through 12–5) is used at organization level to—

(1) Record faults found during an inspection. These faults include PMCS, maintenance activity inspections, diagnostic checks, and spot checks.

(2) Record marine conditions surveys of watercraft.

(3) Record the results of technical inspections on equipment.When needed, this form will show condition codes listed in AR 725–50, AR 750–1, TB, or other publications requiring the technical inspection.

(4) Collect all maintenance and services performed on vehicles that are involved in a DA approved Sample Data Collection (SDC)Plan. In addition to the requirements in this pamphlet, the applicable Field Planning Guide (FPG) will identify additional data required as mandatory entries on the PCN AWACF184 (DA Form 5988–E (Automated).

(5) Report Battle Damage Assessment and Repair (BDAR).

d. Operators, crews, and unit maintenance personnel use the AWACF184 (DA Form 5988–E) to list faults they cannot fix and faults corrected by replacing parts.

e. Operators and crews, first–line leaders, maintenance supervisors, and commanders are equally responsible for updating ULLS with current information recorded on the form.

f. Disposition is as follows:

(1) The AWACF184, DA Form 5988–E (Automated), used for operator PMCS on an equipment will be kept in the equipment record folder or in a protective cover until it is no longer needed; for example, upon updating the ULLS system and generating a new listing.

(2) The AWACF184, DA Form 5988–E (Automated), listing faults found during an operator's or crew's PMCS, goes to the maintenance supervisor for action. Maintenance section leaders review the form prior to destruction to ensure all actions have been taken or recorded within ULLS.

(3) The DA Form 5988–E (Automated) used for scheduled services will be kept on file for quality control until next service is performed.

(4) The DA Form 5988–E (Automated) used for technical inspections will stay with the item until all maintenance is performed or the item is destroyed.

DATE: 26-APR-93 EQUIPMENT MAINTENANCE AND INSPECTION WORKSHEET DA FORM 5988-E

WK4WRC B CO, 703 INF 8N

---------- EQUIPMENT DATA ----------

ADMIN NUM:	B12	EQUIP SERIAL NUM:	Ø50493
EQUIP MODEL:	M998	REGISTRATION NUM:	NG38NA
EQUIP NOUN:	TRK UTL CGO 1.25T 4X4	TYPE INSPECTION:	W
EQUIP NSN:	2320011077155	CURRENT READING:	M 010987

	NUMBER	DATE	CHANGE NUMBER
PUBLICATION:	TM 9-2320-280-10	Ø6/91	Ø2
PUBLICATION:	TM 9-2320-280-10-HR	Ø5/88	ØØ

SIGNATURE: Sid Jones SP TIME: _____ SIGNATURE: Val Emmett SSG TIME: _____

---------- PARTS REQUESTED ----------

FAULT	DOC NUM	NIIN	QTY DUE/REC	STATUS DATE	DATE COMP	PRI	DLC
ØØØ1	3116 ØØØ1	ØØØ785961	ØØØØ2 -----		Ø	13	N
ØØØ2	3116 ØØØ2	ØØØØØØØØ1	ØØØØ1 -----		Ø	13	N

---------- MAINTENANCE FAULTS ----------

ITEM NUM	FAULT DATE	FAULT STATUS	FAULT DESCRIPTION	CORRECTIVE ACTION	INITIALS
ØØØ1	26-APR-93	/	WON'T START	ELECTRICAL	
ØØØ2	26-APR-93	X	CLUTCH SLIPPING	ADJUST	
ØØØ3	26-APR-93	X	EXHAUST MANIFOLD LEAKING	REPLACE PACKING	
			27 APR 93	W	JDW
			28 APR 93		JDW
			29 APR 93		JDW
(10)	30 APR 93	X	ENGINE IDLES AT		
			800 RPM		

Figure 12-3. Sample of an ULLS generated DA Form 5988–E, Equipment Maintenance and Inspection Worksheet(for operator/crew PMCS)

DATE: 26-APR-93 EQUIPMENT MAINTENANCE AND INSPECTION WORKSHEET DA FORM 5988-E

WK4WRC B CO, 703 INF BN

---------- EQUIPMENT DATA ----------

ADMIN NUM:	812	EQUIP SERIAL NUM:	050493
EQUIP MODEL:	M998	REGISTRATION NUM:	NG38NA
EQUIP NOUN:	TRK UTL C60 1.25T 4X4	TYPE INSPECTION:	W
EQUIP NSN:	2320011077155	CURRENT READING:	M 010987

	NUMBER	DATE	CHANGE NUMBER
PUBLICATION:	TM 9-2320-280-10	06/91	02
PUBLICATION:	TM 9-2320-280-10-HR	05/88	00

SIGNATURE: Sid Storey SP TIME: _____ SIGNATURE: Mike Post 1LT TIME: _____

---------- PARTS REQUESTED ----------

FAULT	DOC NUM	NIIN	QTY DUE/REC	STATUS DATE	DATE COMP	PRI	DLC
0001	3116 0001	000785961	00002 -----		0	13	N
0002	3116 0002	000000001	00001 -----		0	13	N

---------- MAINTENANCE FAULTS ----------

ITEM NUM	FAULT DATE	FAULT STATUS	FAULT DESCRIPTION	CORRECTIVE ACTION	INITIALS
0001	26-APR-93	/	WON'T START	ELECTRICAL	
0002	26-APR-93	X	CLUTCH SLIPPING	ADJUST	
0003	26-APR-93	X	EXHAUST MANIFOLD LEAKING	REPLACE PACKING	
			27 APR 93		JDW
(59)	28 APR 93	⊗	TRANSFER WILL NOT		
			SHIFT TO LOW	CLEARED FOR	
				LIMITED OPERATION	
				TO TRANSFER	
				VEHICLE TO SUPPORT	
				MAINTENANCE ON	
				28 APR 93	MJP
(59)	28 APR 93	X	TRANSFER WILL NOT		
			SHIFT TO LOW		

Figure 12-4. Sample of an ULLS generated DA Form 5988–E, Equipment Maintenance and Inspection Worksheet(for changing an "X" condition)

Legend for Figure 12-4:

Completion instructions for ULLS generated Equipment Maintenance and Inspection Worksheet, DA Form 5988–E(Automated) (used for operator/crew PMCS and changing an "X" condition).

Equipment Data Section:

a. Admin number, Equipment Model, Equipment Noun, Equipment National Stock Number (NSN), Equipment Serial Number, Registration Number, Type Inspection, and the Publication Numbers (with changes) will be retrieved from the equipment data file. No entries from the operator/crew chief are needed in these areas.

b. The operator/crew chief must ensure that data contained in these areas are correct prior to pulling PMCS. If any fields are not current,

notify the ULLS operator so he/she can update the data fields through the ULLS Menu process. For more information about these data fields, refer to the ULLS End User Manual ADSM–25–L3N–AWA–ZTH–EUM.

Type Inspection.

Operator/crew chief requests the ULLS operator to print an Equipment Maintenance and Inspection Worksheet with the type inspection to be performed. See ULLS End User Manual or chapter 3 of this pamphlet for an explanation of these symbols.

(1) Use the same worksheet for more than 1 day. If you find no faults during the BEFORE OPERATION checks in the PMCS, write the calendar date under the fault description column. If no faults are found DURING or AFTER OPERATION CHECKS, put your initials in the initial column.

(2)When no faults are found, this worksheet can be used for more than 1 day even if the worksheet was used for concurrent PMCSs; that is, W/M. Just place the first letter of the type of PMCS performed (W/M) under the corrective action column by that day's date in the fault description column.

Signature.

When a deficiency or shortcoming is found, the operator or supervisor signs and enters rank. A signature in this block keeps the form from being used past current dispatch.

Time. Leave blank or use as needed locally.

Signature (For figure 12–3). Operator's supervisor will sign and enter rank when a fault is found on the PMCS.

Time. Leave blank or use as needed locally.

Signature (For figure 12–4). The commander or the commander's designated representative will sign name and enter rank when making a status symbol change or changing from an X to a circled X status symbol for one time operation.

Time. Leave blank or use as needed locally. For missile system/subsystem reported under AR 700–138, enter the time when you find a deficiency.

Parts Requested Section:

The system will check the Document Control Register (DCR) and print any parts that have been ordered against the admin number on the worksheet. Operator/crew chiefs and supervisors will review this section and take appropriate action as required. For more information about this section, see the ULLS End User Manual ADSM–25–L3N–AWA–ZTH–EUM.

Fault. Shows the fault number for which the part is requested.

Doc Number. The document number under which the required part has been ordered.

NIIN. National Item Identification Number.

QTY Due. Due–in quantity for the part on order.

QTY Rec. The quantity received.

Status Date. Shows date of status code.

Date Comp. The date that all parts were received for document number listed or transaction closed.

PRI. The priority for item ordered.

DLC. Deadline code. "D" if deadlined; "N" if not deadlined.

Maintenance Faults Section:

Item Num.

a. Write the PMCS item number that applies to the fault listed in this column. If the PMCS has no item numbers, list the page, paragraph, or sequence number. Circle the number if fault is listed in the "Equipment is not ready/available if" column or "Not Mission Capable if" column of the PMCS. If the PMCS has no ready/available or not mission capable column, circle the TM item number, page, or paragraph number of any fault that makes equipment NMC.

b. Pubs or TM sections other than PMCS may be required for safety faults or local dispatching. For example, AR 385–55 lists safety checks that may not be in the PMCS. Those faults will not be counted as NIVIC for Materiel Condition Status Report reporting unless they are in the PMCS "not ready" column or the not mission capable column. But, you will list them if you find a problem with one of them.

c. For those faults not covered by the PMCS, leave this column blank.

Fault Date. Enter the calendar date the deficiency or shortcoming was found.

Fault Status (Figure 12–3). Enter the status symbol that applies to the fault or deficiency.

Fault Status (Figure 12–4). Repair of status symbol X faults cannot be postponed or delayed, but they may be changed to circle X status symbol for limited operation. The commander or the commander's designated representative may change an X status symbol fault to a circle X status symbol. Changing of status symbols should only be done when the equipment is crucial to the mission. No X status symbol faults will be changed to a circle X if it endangers the operator/crew or may cause further damage to the equipment. Circle X conditions will be for one time operation or mission (common sense must be used).

Fault Description.

a. If you find a fault that can be repaired, stop the PMCS and correct the fault. Do not enter faults that have been repaired or already listed on the worksheet. Continue the PMCS to make sure no other faults exist.

b. Briefly describe fault. Skip one or two lines between faults. This will give maintenance room to note actions they take.

c. When more than one TM covers the equipment, draw a line under the last entry for one TM. Under the line, write the TM number of the manual you will use next. After you finish the PMCS and list all faults you cannot fix, give the form to the maintenance supervisor.

Corrective Action (Figure 12–3). Explain corrective actions taken.

Corrective Action (Figure 12–4).

a. Print "Cleared for Limited Operations." Provide the specific limits under which equipment can be operated. For example, limits may involve speed, type of mission, distance, weather, or time. The change may affect a subsystem of a system listed in AR 700–138. If so, make sure limits include that part of the mission the system can no longer do.

b. Deficiencies changed to a circle X will return to an X status symbol at the end of the day or mission.

c. Equipment cleared for limited operations will still be carried as NMC for the Materiel Condition Status Reporting.

d. When a deficiency is corrected or changed to a circle X, enter the miles and calendar date in the corrective action column at the end of the dispatch or operation.

Initials (Figure 12–3). The mechanic initials any faults that have been fixed. The mechanic gives it back to maintenance supervisor. Maintenance supervisor will review the faults corrected and those still not fixed to decide what other action is needed. For quality control, the inspector or a designated representative will check all corrected status symbol X faults. The inspector will then initial the status symbol.

Initials (Figure 12–4).

a. The maintenance supervisor or the commander's designated representative initials for limited operations entries.

b. The person taking the action or transferring the document/NSN initials other entries.

c. The initials will go on the last line of entry.

DATE: 26-APR-93 EQUIPMENT MAINTENANCE AND INSPECTION WORKSHEET DA FORM 5988-E

WK4WRC B CO, 703 INF BN

EQUIPMENT DATA

ADMIN NUM:	B12	EQUIP SERIAL NUM:	050493
EQUIP MODEL:	M998	REGISTRATION NUM:	NG38NA
EQUIP NOUN:	TRK UTL CGO 1.25T 4X4	TYPE INSPECTION:	W
EQUIP NSN:	2320011077155	CURRENT READING:	M 010987

	NUMBER	DATE	CHANGE NUMBER
PUBLICATION:	TM 9-2320-280-10	06/91	02
PUBLICATION:	TM 9-2320-280-10-HR	05/88	00

SIGNATURE: Sid Jones SP TIME: _____ SIGNATURE: Val Emmett SSG TIME: _____

PARTS REQUESTED

FAULT	DOC NUM	NIIN	QTY DUE/REC	STATUS DATE	DATE COMP	PRI	DLC
0001	3116 0001	000785961	00002 -----		0	13	N
0002	3116 0002	000000001	00001 -----		0	13	N

MAINTENANCE FAULTS

ITEM NUM	FAULT DATE	FAULT STATUS	FAULT DESCRIPTION	CORRECTIVE ACTION	INITIALS
0001	26-APR-93	/	WON'T START	ELECTRICAL	
0002	26-APR-93	X	CLUTCH SLIPPING	ADJUST	
0003	26-APR-93	X	EXHAUST MANIFOLD LEAKING	REPLACE PACKING	
8		/	CLASS II LEAK AT	TORQUED BELTS TO	
			REAR DIFF.	35 LB FT, CHECKED	
				FLUID LEVEL	R.J.
9		/	REAR SHOCK BUSHINGS	2310-01-561-1083	
			STARTING TO DRY ROT	4 EA	

Figure 12-5. Sample of an ULLS generated DA Form 5988–E, Equipment Maintenance and Inspection Worksheet(for maintenance services and inspections)

Legend for Figure 12-5:
Completion instructions for ULLS generated Equipment Maintenance and Inspection Worksheet, DA Form 5988–E(Automated) (used for maintenance services and inspections)
Equipment Data Section:

a. Admin number, Equipment Model, Equipment Noun, Equipment National Stock Number (NSN), Equipment Serial Number, Registration Number, Type Inspection, and the Publication Numbers (with changes) will be retrieved from the equipment data file. No entries from the operator/supervisor are needed in these areas.

b. The person performing the service or inspection will review the data fields prior to ensure information listed on the worksheet is correct. If any fields are incorrect, pencil in the correct data and give to the ULLS operator. The OLLS operator will update data fields using the ULLS Menu process. For more information about these data fields, refer to the ULLS End User Manual ADSM–25–L3N–AWA–ZTH–EUM.

Type Inspection. The person performing the service or inspection will request a worksheet with the type of inspection or service to be performed. See ULLS End User Manual or Chapter 3 of this pamphlet for explanation of these symbols.

Note: A continuation sheet may be needed to perform the inspection or service. The ULLS has this option available.

Signature. The person performing service/inspection signs and enters rank after inspection is completed.

Time. Leave blank or use as needed locally.

Signature. The maintenance supervisor or designated representative signs name and enters rank after service/inspection is completed and parts have been ordered.

Time. Leave blank or use as needed locally. For missile system/subsystem reported under AR 700–138, enter the time when you find a deficiency.

Part Requested Section: The system will check the document control register (DCR) and print any parts that have been ordered against the admin number on the worksheet. Maintenance personnel and supervisors will review this section and take appropriate action as required. For more information about this section, see the ULLS End User Manual ADSM–25–L3N–AWA–ZTH–EUM.

Fault. Shows the fault number for which the part is requested.

Doc Number. The document number under which the required part has been ordered.

NIIN. National Item Identification Number.

QTY Due. Due–in quantity for the part on order.

QTY Rec. The quantity received.

Status Date. Shows date of status code.

Date Comp. The date the transaction was completed.

PRI. The priority for item ordered.

DLC. Deadline code. “D” if deadlined; “N” if not deadlined.

Maintenance Faults Section:

Item Num.

a. Put the PMCS item number that applies to the fault listed in this column. If the PMCS has no item numbers, list the page, paragraph, or sequence number. Circle the PMCS number if the fault is listed in the “Equipment is not ready/available if” column or “Not Mission Capable if” column of the PMCS. If the PMCS has no ready/available or not mission capable column, circle the TM item number, page or paragraph number of any fault that makes equipment NMC.

b. Pubs or TM sections other than PMCS may be required for safety faults or local dispatching. For example, AR 385–55 lists safety checks that may not be in the PMCS. Those faults will not be counted as NMC for Materiel Condition Status Report (MCSR) reporting unless they are in the PMCS “not ready” column or the not mission capable column. But, you will list them if you find a problem with one of them.

Fault Date. Enter the date the service is performed or the date the equipment went non mission capable (NMC).

Fault Status. Enter the status symbol that applies to the fault or deficiency.

Fault Description.

a. If you find a fault that can be repaired, stop the PMCS and correct the fault. Do not enter faults that have been repaired or already listed on the worksheet. Continue the PMCS to make sure no other faults exist.

b. Briefly describe the fault. Skip one or two lines between faults. This will give maintenance room to note actions they take.

c. When more than one TM covers the equipment, draw a line under the TM. Under the line, write the TM number of the manual you will use next. After you finish the PMCS and list all faults you cannot fix, give the form to the maintenance supervisor.

Corrective Action.

a. Explain corrective actions taken.

b. If parts are needed, the mechanic will enter the NSN or part number in this column.

c. Faults that need support maintenance will go on a ULLS, generated maintenance request. Print (SPT–MAINT)in this column.

d. The commander’s designated representative will decide what maintenance can be delayed. Faults that do not affect the operation of the equipment and the operator’s safety can be deferred because

: (1) Support is backed up and cannot get to the equipment right away.

(2) The needed repair part is not on hand.

(3) Other reasons at the commander’s discretion.

e. Those faults that the commander’s designated representative decides to defer will be printed in this column.

Initals.

a. The mechanic initials any dash or diagonal status symbols that are fixed. For status symbol “X”, the mechanic’s initials will go on the last line for entry. The inspector or a designated rep will check all corrected status symbol “X” faults. The inspector will then initial the status symbol. The person who did the work initials in the initial column.

b. For quality control, the worksheet will be maintained on file until the next service is completed.

DATE: 27-OCT-92 OPERATOR QUALIFICATION RECORD DA FORM 348-E

LAST NAME: DUTRA FIRST NAME: ANN INITIAL: K

DOB: 17-APR-53 SEX: F WT: 99 HT: FT 5 IN 1 HAIR: BRO EYES: GRE

SOCIAL SECURITY NUMBER: 324-14-3241 LICENSE EXPIRATION DATE: 01-OCT-95

MILES SINCE LAST ACTION: 097697 HOURS SINCE LAST ACTION: 000099

DAYS SINCE LAST ACTION: 000004 TOTAL MILES DRIVEN: 097697

COMMANDER'S SIGNATURE: Randy P. Cook CPT

EQUIPMENT QUALIFICATIONS

EQ CLS CD	CODE DESCRIPTION	DATE QUALIFIED
E3	GENR 200 KW AND BELOW	01-OCT-92
LI	LICENSE ISSUED	06-OCT-92
T1	M1 FAMILY	12-SEP-92
T2	M2/3 FAMILY	12-SEP-92
T3	M113 FAMILY EXC M548	12-SEP-92
W1	1 - 1/4 TON AND BELOW	21-OCT-92

CODE	DATE	DESCRIPTION	VERIFIER
R1	26-OCT-92	EYEGLASSES REQUIRED	DELGADO
R2	26-OCT-92	DAYLIGHT ONLY	DELGADO

CODE	DATE	DESCRIPTION	VERIFIER
AA	23-OCT-92	DRUNK DRIVING AT NIGHT	GARCIA

Figure 12-6. Sample of an ULLS generated DA Form 348–E, Operator Qualification Record

Legend for Figure 12-6:

Completion instructions for ULLS generated Operator Qualification Record/DA Form 348–E (Automated). This listing is produced as required, but always when you are adding a new operator or changing an already registered operator. This is to ensure that the new/updated data is correct and verified by the operator driver. This listing will also be provided to the operator upon reassignment to a new unit. Then, delete the record from the file.

Operator Information

(1) Last Name. Self–explanatory.

(2) First Name. Self explanatory.

(3) Initial. Operator's middle initial.

(4) DOB. Date of Birth.

(5) Sex. Self Explanatory.

(6) WT. Weight in pounds.

(7) HT, FT, IN. Height in feet and inches.

(8) Hair. Color.

(9) Eyes. Color.

(10)Social Security Number. Self Explanatory.

(11) Miles Since Last Action. Number of miles recorded for the operator since last award, accident, etc.

(12) Days Since Last Action. Cumulative days since last action posted. (System calculates from latest "AA" remarks code date to current date; i.e., latest Remark code date =1 Jan 91 and current date =1 Jan 92, then last days since last action =365.)

(13) License Expiration Date. License Expiration Date.

(14) Hours Since Last Action. Number of Hours recorded since last action (award, accident, etc.).

(15) Total Miles Driven. Shows total accumulated miles driven.

(16) Commander's Signature–Primarily used when an Individual transfers. This verifies information and qualifications.

Equipment Qualifications

This section is used to record the driver's equipment class code, code description, and date qualified.

The Code, Date, Description, and Verified Section reflects restrictions/actions. The last grouping shown displays a record of accident data, traffic violations, safety awards earned, etc. "OO" codes reflect special training, and "AA" codes reflect awards, accidents, etc.

Verifier. The person verifying the remarks/action will be entered by the ULLS operator.

```
OPERATOR'S PERMIT                         OF 346E:
--------------------------------------------------:
           U.S. ARMY MOTOR VEHICLE                 :
           OPERATOR'S IDENTIFICATION CARD          :
Name of Operator          MI      Sex  Date Issued:
GLYNN         JOSEPH       E       M    12-NOV-92:
Height  Weight  Date of Birth  SSN    Date Expired:
5 10     195    12-NOV-43   012-32-9109 12-NOV-99 :
 Color of                                         :
Hair   Eyes                   --------------------:
BRO    BRO                    SIGNATURE OF OPERATOR:
Name/Loc Issue Unit           ____________________:
B CO 703 INF BN               CPT RANDY P. CASH   :
MANHEIM, FRG  APO NY 96217    WO2 YANCY K. TURPIN :
NOT TRANSFERABLE:CARD REQUIRED TO OPERATE GOVT VEHICLE:
PRIVACY ACT OF 1974 APPLIES                       :
--------------------------------------------------:
COMM VEH BELOW 10,000 #    COMM VEH OVER 10,000 #   :
M1 FAMILY                  M2/3 FAMILY              :
M113 FAMILY EXC M548       1 - 1/4 TON AND BELOW    :
```

Figure 2-13. Sample of an ULLS generated OF 346E, Operator's Permit

Legend for Figure 2-13:
Completion instructions for ULLS generated U.S. Army Motor Vehicle Operator's Identification Card (OF 346E)

Name of Operator. The operator's last and first name.
MI. The operator's middle initial.
Sex. M for male; F for female.
Date Issued. Self–explanatory.
Height. Self–explanatory.
Weight. Self–explanatory.
Date of Birth. Self–explanatory.

SSN. Operator's Social Security Account Number.

Date expired. Date the license will expire.

Color of Hair/Eyes. Self–explanatory.

Signature of Operator. The operator whose name appears will sign here.

Name/Loc Issue Unit. The name and location of the issuing unit. In addition, this block contains the name and title of the issuing officer. The issuing officer will sign above name.

The date below the dotted line displays Operator's qualifications and/or restrictions.

THIS PAGE INTENTIONALLY LEFT BLANK